

**NOTICE OF MEETING**

There will be a meeting of the Senate Governance Committee

**on Wednesday, May 16, 2018 at 1:00-2:00p.m.**

**Room 209/211 Assumption Hall**

**A G E N D A**

- 1 Approval of Agenda**
  - 1.1 Unstarring agenda items
  
- 2 Approval of the minutes of the meeting of February 27, 2018.** SGCm180227
  
- 3 Business arising from the minutes**
  
- 4 Outstanding Business/Action Items**
  - 4.1 Committee Membership**
    - 4.1.1 Senate Standing Committees** Alan Wildeman-Approval  
Sa180516-4.1.1
  
    - 4.1.2 Senate Governance Committee - Subcommittees** Alan Wildeman-Approval  
Sa180516-4.1.2  
(Discipline Appeal Committee, Procedures and Discrimination  
Committee, Nominating Committee, Special Appointments  
Committee, Bylaw Review Committee)
  
  - 4.2 Academic Professional Election – Eligibility List - Revision** Alan Wildeman-Approval  
Sa180516-4.2
  
  - 4.3 Research Ethics Board – Report 2015-2017** Suzanne McMurphy-Information  
Sa170516-4.3
  
- 5 Bylaw Business**
  
- 6 Question Period/Other Business**
  
- 7 Adjournment**

Please carefully review the ‘starred’ (\*) agenda items. As per the June 3, 2004 Senate resolution, ‘starred’ items will not be discussed during a scheduled meeting unless a member specifically requests that a ‘starred’ agenda item be ‘unstarred’, and therefore open for discussion/debate. This can be done any time before (by forwarding the request to the secretary) or during the meeting. By the end of the meeting, agenda items which remain ‘starred’ (\*) will be deemed approved or received.

**University of Windsor  
Senate Governance Committee**

**4.1.1 Committee Membership – Senate Standing Committees**

Item for: **Approval**

Forwarded by: **Nominating Committee**

**MOTION: That the Senate Governance Committee recommend to Senate for approval the Senate Standing Committees membership for 2018-2019.**

\*see attached.

## 2018-2019 Senate Standing Committee Membership

<b>Program Development Committee</b>		
<b>Member</b>	<b>Term</b>	<b>Notations</b>
<b>Provost and Vice President, Academic</b> (Acting) (or designate) Prof. Jeffrey Berryman	Ex-officio	
<b>Dean of Graduate Studies</b> (or designate) Dr. Patricia Weir	Ex-officio	
<b>Vice-Provost, Teaching and Learning</b> (or designate) Dr. Erika Kustra (designate)	Ex-officio	
<b>Faculty of Business Administration</b>		
Dr. Maureen Sterling (S-2020)	2017-2019	
<b>Faculty of Education</b>		
Dr. Beth Daly (S-2020)	2017-2019	
<b>Faculty of Engineering</b>		
Dr. Randy Bowers	2017-2019	
<b>Faculty of Human Kinetics</b>		
Dr. Krista Chandler	2018-2020	
<b>Faculty of Law</b>		
Dr. Muharem Kianieff	2018-2020	
<b>Faculty of Nursing</b>		
Dr. Jamie Crawley	2018-2020	
<b>Faculty of Science</b>		
Dr. Jeremy Rawson	2017-2019	
Dr. Nurlan Turdaliev (S-2019)	2017-2019	
<b>Faculty of Arts Humanities &amp; Social Sciences</b> (at least one from Social Science & one from Arts)		
Arts/Humanities – Dr. Jeremy Worth	2017-2019	
Social Sciences – Dr. John Sutcliffe	2018-2020	
Social Sciences – Dr. Greg Chung-Yan (S-2019) <b>Chair</b>	2017-2019	
<b>Librarian Representative</b>		
Mr. Pascal Calarco	2018-2019	
<b>Student Representation</b> (1 year terms) Five students (including at least one graduate, one part-time undergraduate, two full-time undergraduates) Dehanna Cober (UWSA), Zeina Merheb, (UWSA), TBA (GSS), TBA (OPUS), TBA (UWSA) Additional		

**\*At least three members must be elected members of Senate.**

<b>Academic Policy Committee</b>		
<b>Member</b>	<b>Term</b>	<b>Notations</b>
<b>Associate Vice President Academic (Acting)</b> (or designate) Dr. Cheryl Collier	Ex-officio	
<b>Vice-Provost, Teaching and Learning (or designate)</b> Dr. Erika Kustra (designate)	Ex-officio	
<b>Faculty of Business Administration</b>		
Dr. Fazle Baki (S-2020)	2017-2019	
<b>Faculty of Education</b>		
Dr. Terry Sefton	2018-2020	
<b>Faculty of Graduate Studies</b>		
Dr. Dan Mennill	2017-2019	
<b>Faculty of Engineering</b>		
Dr. Jill Urbanic	2018-2020	
<b>Faculty of Law</b>		
<b>TBA</b>	2018-2019	
<b>Faculty of Human Kinetics</b>		
Dr. Scott Martyn (S-2019)	2017-2019	
<b>Faculty of Nursing</b>		
Dr. Susan Fox	2018-2020	
<b>Faculty of Science</b>		
Dr. James Gauld (S-2019)	2018-2020	
<b>Faculty of Arts, Humanities &amp; Social Sciences</b> (One from Social Science & one from Arts/Humanities)		
Arts/Humanities – Dr. Antonio Rossini (S-2019) Chair	2017-2019	
Social Sciences – Dr. Wansoo Park	2018-2020	
<b>Librarian Representative</b>		
Mr. Scott Cowan	2017-2019	
<b>Student Representation</b> (1 year terms) Four students (including one graduate, one part-time undergraduate, two full-time undergraduates). Yasin Avici (UWSA), Lena Sleiman (UWSA), TBA (GSS), TBA (OPUS)		

**\*At least three members must be elected members of Senate.**



<b>Senate Student Caucus</b>		
<b>Member</b>	<b>Term</b>	<b>Notations</b>
<b>Associate Vice-President, Student Experience</b> Mr. Ryan Flannagan	Ex-officio	
<b>Director, Campus Services</b> Ms. Anna Kirby	Ex-officio	
<b>Faculty of Business Administration</b>		
Dr. Bharat Maheshwari	2018-2020	
<b>Faculty of Education</b>		
Dr. Geri Salinitri	2017-2019	
<b>Faculty of Engineering</b>		
Dr. Jennifer Johrendt	2018-2020	
<b>Faculty of Law</b>		
Prof. Claire Mumme (S-2020)	2018-2019	
<b>Faculty of Human Kinetics</b>		
Dr. Sean Horton	2017-2019	
<b>Faculty of Nursing</b>		
Dr. Kathy Pfaff	2017-2019	
<b>Faculty of Science</b>		
Dr. Shashi Jasra (S-2019)	2018-2020	
<b>Faculty of Arts, Humanities &amp; Social Sciences</b>		
Arts/Social Sciences/Humanities– Dr. Katherine Quinsey (S-2020) Chair	2018-2020	
<b>Librarian Representative</b>		
Ms. Sharon Munro	2018-2020	
<b>Student Representation (1 Year Terms)</b> Eleven Students (2 graduate students, 2 part-time undergraduate, 4 full-time undergraduate, 1 international, 1 residence student, 1 student at large) (1 student from this group would be elected co-chair) TBA (GSS), TBA (GSS), TBA (OPUS), TBA (OPUS), Dehanna Cober (UWSA), Lena Sleiman (UWSA), Zeina Merheb (UWSA), TBA (UWSA), TBA (International), TBA (Residence), TBA (Student At-Large)		

**\*At least three members must be elected members of Senate.**

<b>Senate Governance Committee</b>		
<b>Member</b>	<b>Term</b>	<b>Notations</b>
<b>President (Chair)</b> (Interim) Dr. Douglas Kneale	Ex-officio	
<b>Provost and Vice President, Academic</b> (Acting) (or designate) Prof. Jeff Berryman	Ex-officio	
<b>Faculty of Business Administration</b>		
Dr. Mitch Fields (S-Ex-officio)	2017-2019	
<b>Faculty of Education</b>		
Dr. Darren Stanley (S-2019)	2018-2020	
<b>Faculty of Engineering</b>		
Dr. Majid Ahmadi (S-2020)	2018-2020	
<b>Faculty of Law</b>		
Dr. Pascale Chapdelaine	2018-2020	
<b>Faculty of Human Kinetics</b>		
Dr. Michael Khan (S-Ex-officio)	2017-2019	
<b>Faculty of Nursing</b>		
Dr. Linda Patrick (S-Ex-officio)	2018-2020	
<b>Faculty of Science</b>		
Dr. Rick Caron (S-2019)	2018-2020	
<b>Faculty of Graduate Studies</b>		
Dr. Jill Crossman	2018-2020	
<b>Faculty of Arts, Humanities &amp; Social Sciences</b>		
Arts/Humanities – Dr. Miriam Wright	2018-2020	
Social Sciences – Dr. Danielle Soulliere	2018-2020	
<b>Librarian Representative</b>		
Mr. Pascal Calarco (S-ex-officio)	2017-2019	
<b>Student Representation</b> (all vacant 1 year terms) Five student Senate members (including at least one graduate, one part-time undergraduate, two full-time undergraduates). Abraham Abduelmula (UWSA), Serdar Ismail (UWSA), TBA (GSS), TBA (OPUS).		

**\*At least half must be elected members of Senate.**

**University of Windsor  
Senate Governance Committee**

4.1.2            **Senate Governance Committee - Subcommittee Membership (Discipline Appeal Committee, Procedures and Discrimination Committee, Nominating Committee, Special Appointments Committee, Bylaw Review Committee)**

Item for:            **Approval**

Forwarded by: **Nominating Committee**

**MOTION:    That the Discipline Appeal Committee, Procedures and Discrimination Committee, Special Appointments Committee, Nominating Committee and Bylaw Review Committee memberships be approved.\***

**Discipline Appeal Committee**

Chair: **Prof. David Tanovich** (2018-2020)

Faculty Member: **Dr. Maureen Muldoon** (2018-2020)

2 Faculty Alternates

**Dr. Andrew Hubberstey** (2018-2020)

**Dr. Daniel Green** (2018-2020)

Student Representatives

**TBA** (GSS) (2018-2019)

**TBA** (OPUS) (2018-2019)

**Ms. Zeina Merheb** (UWSA) (2018-2019)

**Procedures and Discrimination Committee**

Chair: **Prof. Bruce Elman** (2018-2020)

Faculty Member: **Dr. Anne Forrest** (2018-2020)

Student Member: **TBA** (GSS) (2018-2019)

2 Faculty Alternates

**Dr. Fazle Baki** (2017-2019)

**Dr. Mark Letteri** (2018-2020)

2 Student Alternates

**Ms. Deehanna Cober** (UWSA) (2018-2019)

**TBA** (OPUS) (2018-2019)

### **Special Appointments Committee**

Core Membership

**Dr. Douglas Kneale**, Interim, President and Chair

**Prof. Jeff Berryman**, Acting Provost and Vice-President Academic

**Dr. Nihar Biswas**, Senior Faculty Representative

**Dr. Robin Wright**, Senior Faculty Representative

**Dr. Stephen Loeb**, Senior Faculty Representative

**Mr. Martha Reavley**, Senior Faculty Representative

**TBA**, Student Representative

**TBA**, Alternate Student Representative

**TBA** Equity Assessor (Non-voting)

In the case of Honorary Degrees 1 Board of Governor member is included

**Ms. Teresa Piruzza**, Board of Governor Representative

In the case of Distinguished University Professor two senior members of the teaching staff from other universities are included

**Dr. Bernhard Schlegel**

**Dr. David Bentley**

### **Nominating Committee**

**Dr. Douglas Kneale**

**Prof. Jeff Berryman**

**Dr. Maria Cioppa**

**Dr. Tom Najem**

**TBA** Student

**TBA** Student Alternate

### **Bylaw Review Committee**

**Dr. Rick Caron** (Chair)

**Dr. Valerie Scatamburlo-D'annibale** (Faculty member)

**Mr. Yasin Avci** (For student related bylaws)

**Ms. Renee Wintermute** (University Secretariat)

**University of Windsor  
Senate Governance Committee**

\*4.2: **Academic Professional Election - Eligibility List - Revision**

Item for: **Approval**

Forwarded by: **University Secretariat**

**MOTION:** **That the position of *Director of the Centre for Executive and Professional Education* be added to the list of eligible Academic Professionals.**

*\*The Academic Professional eligibility list was originally approved by the Senate Steering Committee on March 25, 2014. In 2016 the SGC tasked the University Secretariat to revise the list of eligible Academic Professional positions annually, as appropriate, as long as the positions added were equivalent to existing positions. Any positions outside of that had to be forwarded to the Senate Governance Committee for approval.*

**Rationale:**

- Previously, the Director of the Centre for Executive and Professional Education was held by a faculty member and therefore the opportunity for representation in the position could be accessed through other positions on Senate. Currently, this position will be held by a non-faculty member.
- CEPE facilitates the delivery of course-based graduate programs such MOM and MEng in terms of recruiting, admissions, student affairs.
- The person holding the job title of *Executive Director, Experiential Learning*, is responsible for both *Career Development & Experiential Learning* and *Co-operative Education & Workplace Partnerships*

**Current Academic Professional Eligibility List**

**Student Success and Leadership Centre**

Director

Academic Advisors

Assistive Technologists/Disability Advisor

Learning Strategies/Disability Advisor

Student Development Specialist/Disability Advisor

Student Development Specialist – Student Disability Services

Student Development Specialist – Volunteer/Leadership Development

Coordinator, Outstanding Scholars Program

**Career Development and Experiential Learning**

Manager, Career and Employment Services.

Career Development Coordinator

Applied Learning Coordinator

Program Coordinator

Career Consultant

**Co-operative Education & Workplace Partnerships**

Manager, Co-operative Education & Workplace Partnership

Program Coordinator

Co-op Advisor

Internship Coordinator

Employer Relations Coordinator

Employer Engagement Specialist

### **International Students' Centre**

Director  
International Student Advisor  
Program Advisor, International Students  
Administrator–International & Exchange Student Services

### **Aboriginal Education Centre**

Coordinator, Aboriginal Education Centre  
Aboriginal Outreach & Retention Coordinator

### **Student Counselling Centre**

Psychologist, Clinical Director  
Psychologists  
Registered Psychotherapist  
Mental Health Nurse/Psychotherapist

### **Office of the Registrar**

Associate Registrars  
Assistant Registrars  
SIS Registrar System Administrator

### **Student Awards and Financial Aid**

Director  
Manager  
Financial Aid Administrator  
Awards Administrator

### **Student Recruitment Office**

Student Recruitment Officers  
Student Communication and Events Coordinator

### **Centre for English Language Development**

Director  
ESL Curriculum Coordinator  
ESL Instructors

### **Office of the Vice-Provost Teaching & Learning**

Director, Open Learning  
Director, Teaching and Learning Development  
Director, Media/Educational Technologies  
Learning Specialists  
Learning Technologies Educational Consultant  
Teaching and Learning Research and Communications Coordinator

### **Office of the Provost and Vice-President, Academic**

Academic Initiatives Officer

### **Information Technology Services**

Executive Director  
Assistant Directors  
Manager, Web Services and Systems Support  
Manager, Systems Support  
Manager Client Services & Technology  
Team Leaders

### **Campus Services**

Executive Director

**Athletics and Recreational Services**

Director

Business Manager

Associate Director

Head Coach, Track and Field/Cross Country

Head Coach, Women's Volleyball

Head Coach, Women's Basketball

Head Coach, Men's Basketball

Head Coach, Football

**Office of Human Rights, Equity and Accessibility**

Director

Employment Equity and Human Rights Manager

Accessibility and Human Rights Manager

**University of Windsor  
Senate Governance Committee**

4.3: **Research Ethics Board –Report 2015-2017**

Item for: **Information**

Forwarded by: **Suzanne McMurphy, Chair, Research Ethics Board**

*\*see attached*





## UNIVERSITY OF WINDSOR RESEARCH ETHICS BOARD

Report for  
July 1, 2015 – December 30, 2017

### INTRODUCTION

The University of Windsor Research Ethics Board (REB) operates in accordance with the *Tri-Council Policy Statement 2 (2014)*. The Board is responsible for reviewing the ethical acceptability of all research involving humans conducted within the jurisdiction of the University of Windsor or under its auspices. This includes research conducted by faculty, staff, students, and other affiliates regardless of where the research takes place (TCPS2, 6.1). Research requiring REB review includes projects involving human participants or human biological materials derived from living or deceased individuals (TCPS2, 2.1).

### The Office of Research Ethics

The Office of Research Ethics is directed by the Chair of the Research Ethics Board and staffed by the Research Ethics Coordinator. The office is responsible for overseeing all activities of the REB including: developing policies and procedures for operational and committee functions; scheduling and managing protocol reviews; communicating with researchers on REB decisions; documentation and record-keeping; and protocol monitoring. The office is also responsible for providing education to the University of Windsor community on research ethics, providing phone and walk-in consultations, conducting workshops and presentations, providing resources on research ethics and staying current on local, national and international issues on research ethics.

### Research Ethics Board and Review Committees

Protocol reviews are conducted under the TCPS2 guidance of proportionate review (TCPS2, 1C, 2.9, 6.12). The Chair of the REB determines the level of review and assigns protocols to review committees. Protocols considered *more than minimal risk* are reviewed by the Full Research Ethics Board which meets monthly. Protocols determined to be *minimal risk* are reviewed by the Delegated Review Committee which is comprised of four Full Board members who are specifically assigned as delegated reviewers. The Delegated Review Committee meets once a week during the academic year and bi-weekly over the summer, unless the number of protocol submissions require additional meetings. Protocols involving secondary use of data, administrative research, protocols cleared by another REB, and other minimal-risk applications are executively reviewed by the Chair, or the Chair and a second REB member. The REB Chair facilitates all review committees unless delegated to another member as needed. Please see Appendix A for a structural overview of the REB protocol flow and committees.

### Relationship to the University

Per the requirements of the TCPS2, the REB operates independently and at arms-length from the University (TCPS2, 6.2). REB communication with researchers and records are confidential and accessible only to REB members on a need-to-know basis. The REB meets regularly with the Vice President, Research and Innovation and reports to the Senate on its operations.

## REB MEMBERSHIP

The REB depends upon service commitments from faculty, students, and community members to conduct its work. The TCPS2 requires that the REB be comprised of faculty members with expertise in relevant research disciplines, fields, and methodologies representative of the types of research reviewed by the REB (TCPS2, 6.4). Additional members required by the TCPS2 are: one member knowledgeable in ethics; one member knowledgeable in law; students and members from the community who are not associated with the University (TCPS2, 6.4 a-d). Full Board members serve three-year terms which are renewable. Full Board REB members do not receive any compensation and provide approximately 10-12 hours per month in service. The Delegated Review Committee is comprised of four Full Board members who serve one-year terms on the Delegated Committee, which is renewable. Delegated review members receive compensation in the form of workload relief or research grants and provide 8-12 hours per week in service.

### University of Windsor REB Membership 2015—2017

Dr. Suzanne McMurphy

Chair, July 1, 2016-current

Vice Chair 2014-2015

Delegated Reviewer 2010-2014

Full Board member, Soc/Anthro/Crim 2009-2016

Dr. Alan Scoboria

Chair 2014-June 30, 2016

Delegated Reviewer 2011-2014

Mr. Theimann Ackerson

Community Representative 2011-current

Prof. Reem Bahdi

Delegated Reviewer 2017-current

Full Board member, Law 2016-current

Dr. Pierre Boulos

Advisor, Education and Internationalization 2015-current

Full Board member, Ethicist 2015-current

Chair 2009-2015

Dr. Nicole Freeman

Medical Consultant 2015-current

Dr. Glynis George

Full Board member, Soc/Anthro/Crim 2017-current

Dr. Laurie Freeman-Gibb

Full Board member, Nursing 2014-current

Mr. James Jeannette

Community Representative, 2014-2018

Dr. Dusty Johnstone

Full Board member, Women & Gender Studies 2014-2017

Graduate Student Representative 2013-2014

Dr. Jane Ku  
Full Board member, Soc/Anthro/Crim, 2014-2016

Dr. Calvin Langton  
Full Board member, Psychology 2017- current

Dr. Saverpierre Maggio  
Windsor Regional Hospital Representative 2017-current

Dr. Scott Martyn  
Vice Chair 2014-current  
Delegated Reviewer 2012-2014  
Full Board member, Human Kinetics 2009-current

Dr. Rosanne Menna  
Full Board member, Psychology 2017-current

Dr. Siyaram Pandey  
Full Board member, Chemistry and Bio-Chemistry 2014-current

Dr. Kathy Pfaff  
Vice-Chair 2015-2016  
Delegated Reviewer 2017-current  
Full Board member, Nursing 2014-current

Mr. Travis Reitsma  
Graduate Student Representative, Soc/Anthro/Crim, 2017-current

Dr. Maureen Sterling  
Full Board member, Business 2009-current

Ms. Rochelle Stevenson  
Graduate Student Representative, Soc/Anthro/Crim, 2014-current

Ms. Cheryl Taggart  
Community Representative, 2016-current

Prof. Kristen Thomasen  
Full Board member 2016-current  
Legal Representative 2016-current

### **Ethics Coordinator**

Ms. Sarah Braganza 2010-current

The Ethics Coordinator provides administrative assistance to the Office of the REB. She is the initial contact for researchers who call, drop-in, or e-mail the REB. She prepares REB files for the Chair and committee review, takes minutes at all REB meetings, sends communications to researchers and committee members, manages protocol files, on-line record-keeping and all data entry as well as provides support for the initiatives of the Chair and REB as described in this report.

## **Undergraduate and Practicum REB Delegated Committees**

Departments which have undergraduate thesis requirements, practicum or internship-based research projects can create internal Research Ethics Committees which review and approve protocols that are *minimal risk* and are not associated with funding. These Committees are delegated under the authority of the University REB and report annually to the REB Chair on their review activity.

### Applied Social Psychology Research Ethics Committee

Members: Dr. Charlene Senn, Dr. Ken Cramer, Dr. Greg Chung-Yan, and Dr. Denis Jackson.

### Business Research Ethics Committee

Members: Dr. Maureen Sterling, Dr. Bill Wellington & Dr. Gokul Bhandari

### Drama Research Ethics Committee

Members: Prof. Tina Pugliese, Michael Keating & Gail Murray

### History Research Ethics Committee

Members: Dr. Christina Burr

### Human Kinetics Research Ethics Committee

Members: Dr. Sean Horton, Dr. Nadia Azar, Dr. Nancy McNevin, and Dr. Jess Dixon

### Law Research Ethics Committee

Members: Prof. F. Herlehy, Prof. R. Moon, Prof. N. Semple, and Prof. L. Wilson

### Psychology Research Ethics Committee

Members: Dr. Jill Singleton-Jackson, Dr. Laszlo Erdodi, Dr. Calvin Langston, Ms. Joan Craig & Ms. Chantal Boucher

### Social Work Research Ethics Committee

Members: Dr. Connie Kvarfodt, Dr. Thecla Damianakis, Dr. Elizabeth Donnelly, Dr. Deborah Hernandez-Jozefowicz, Dr. Dana Levin, and Ms. Mary Medcalf

### Sociology, Anthropology and Criminology

Members: Dr. Ruth Mann, Dr. Bob Arnold & Dr. Cheran Rudhramoorthy

### Visual Arts Research Ethics Committee

Members: Prof. Michael Keating

### Women's & Gender Studies Research Ethics Committee

Members: Dr. Dusty Johnstone, Dr. Danielle Price & Dr. Pauline Phipps, Dr. Charlene Senn, Dr. Betty Barrett, Dr. Cara Fabre and Ms. Lacy Carty

## **SPECIAL ADVISORS TO THE REB**

Beginning in 2017, the REB invited individuals with specific expertise to act as expert advisors to the REB. These expert advisors assist the REB in determining research ethics issues in specialized topic areas, provide guidance on policy issues as well as consult with individual researchers referred through the REB. The following individuals have agreed to act as specialized resource experts to the REB.

### **Special Advisors to the Board 2017-current**

#### Clinical Research

Dr. Maher El-Masri  
School of Nursing

#### Data Management

Ms. Kristi Thompson  
Leddy Library

#### Education and Local School Boards

Dr. Geri Salinitri  
Faculty of Education

#### Human Biological Materials

Dr. John Hudson  
Dr. Phil Karpowicz  
Biology

#### Medical Devices

Dr. Roman Maev  
Mr. Bartosz Slak  
Physics & Diagnostic Imaging Centre

#### Online Research

Dr. Sarah Woodruff  
Kinesiology

#### Research Involving the First Nations, Inuit and Métis Peoples of Canada

Dr. Harvey McCue  
Dr. Brent Angell  
School of Social Work  
Mr. Russell Nahdee  
Aboriginal Education Centre

#### Research Using Deception

Dr. Josée Jarry  
Psychology

## REB PROTOCOL REVIEW ACTIVITY July 1, 2015—December 30, 2017

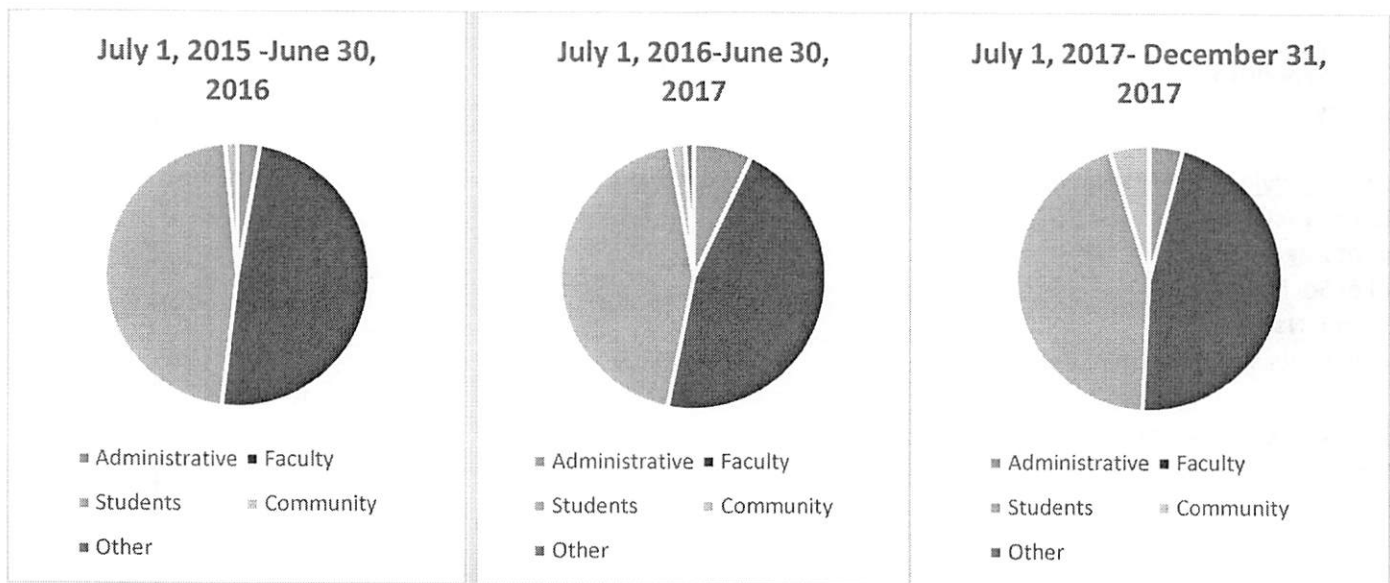
Protocol reviews and monitoring are the activities of the REB which require the most amount of member labour. Each new file submitted to the REB requires approximately 10-20 hours from point of submission to clearance. This includes: initial processing for file completeness and assessment of readiness for review; assignment to committee; committee members’ individual time to review the protocol; time in committee review; sending comments and communicating with researchers; reviewing researchers’ response to comments and protocol modifications; data entry and file processing. Pre-submission consultations with researchers can vary from several minutes to several hours depending upon the complexity of the protocol. Please refer to Appendix A for a flowchart of the review structure and processes of the REB.

### New Applications by Level of Review

July 1, 2015-June 30, 2016 (12 mos)		July 1, 2016-June 30, 2017 (12 mos)		July 1, 2017-Dec 30, 2017 (6 mos)	
Full Board	8	Full Board	3	Full Board	2
Delegated	154	Delegated	135	Delegated	68
Executive	92	Executive	131	Executive	54
<b>Total</b>	<b>254</b>	<b>Total</b>	<b>269</b>	<b>Total</b>	<b>124</b>

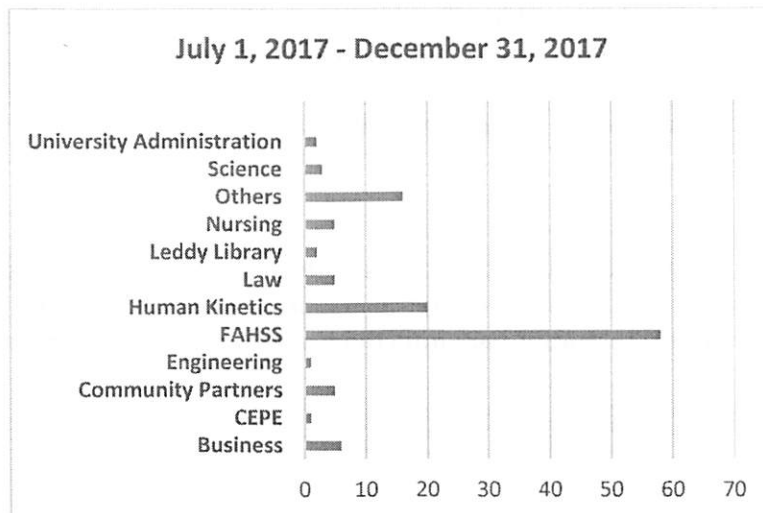
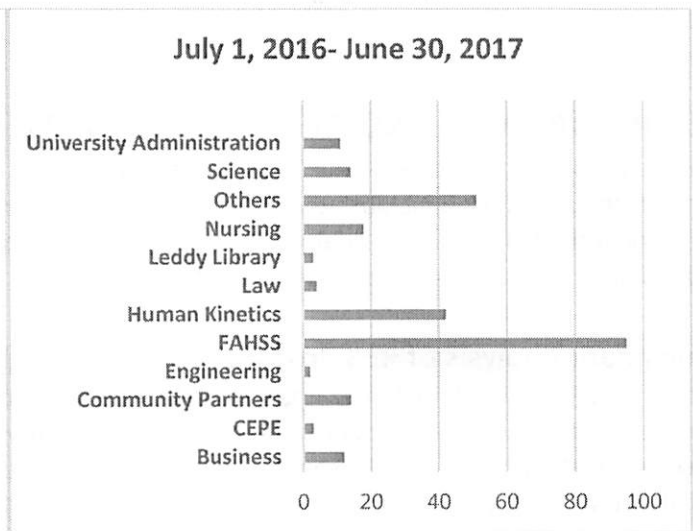
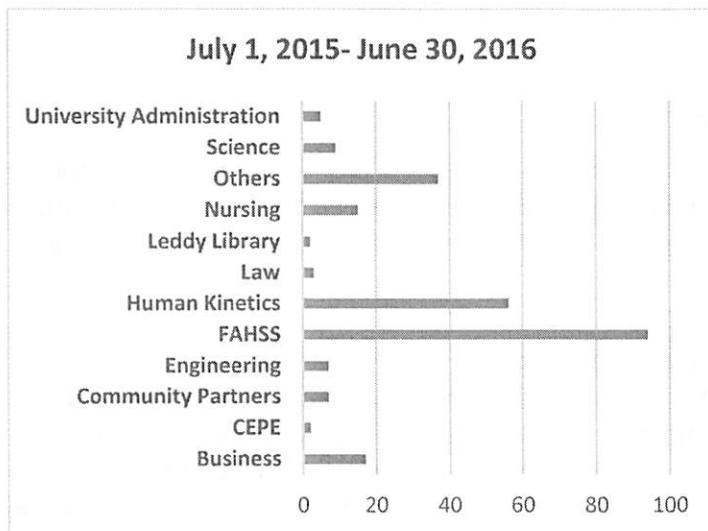
### New Applications by Principle Investigator Type

July 1, 2015-June 30, 2016 (12 mos)		July 1, 2016-June 30, 2017 (12 mos)		July 1, 2017-Dec 30, 2017 (6 mos)	
Administrative	7	Administrative	19	Administrative	5
Faculty	125	Faculty	124	Faculty	58
Students	118	Students	118	Students	55
Community	4	Community	5	Community	6
Other		Other	3	Other	
<b>Total</b>	<b>254</b>	<b>Total</b>	<b>269</b>	<b>Total</b>	<b>124</b>



**New Applications by Faculty Unit**

July 1, 2015-June 30, 2016 (12 mos)		July 1, 2016-June 30, 2017 (12 mos)		July 1, 2017-Dec 30, 2017 (6 mos)	
Business	17	Business	12	Business	6
CEPE	2	CEPE	3	CEPE	1
Community Partners	7	Community Partners	14	Community Partners	5
Engineering	7	Engineering	2	Engineering	1
FAHSS	94	FAHSS	95	FAHSS	58
Human Kinetics	56	Human Kinetics	42	Human Kinetics	20
Law	3	Law	4	Law	5
Leddy Library	2	Leddy Library	3	Leddy Library	2
Nursing	15	Nursing	18	Nursing	5
Others	37	Others	51	Others	16
Science	9	Science	14	Science	3
University Administration	5	University Administration	11	University Administration	2
<b>Total</b>	<b>254</b>	<b>Total</b>	<b>269</b>	<b>Total</b>	<b>124</b>





## Post Clearance Review Activity

After protocols are cleared, four additional areas of protocol activity are monitored by the REB. These include: requests to revise an existing protocol; unanticipated or adverse events; annual progress reports, and final reports. Post clearance request to revise reviews can require one to several hours each of the REB's time depending upon the number and complexity of the requests. Unanticipated and adverse events are rare, but when they do occur they often require several hours for the REB and researcher communication and meetings, REB communication with participants, file documentation and clearance. Progress reports and final reports require less time as these tend to be straightforward descriptions of project process or conclusion.

July 1, 2015-June 30, 2016 (12 mos)		July 1, 2016-June 30, 2017 (12 mos)		July 1, 2017-Dec 30, 2017 (6 mos)	
Files closed	157	Files closed	95	Files closed	37
Final & Progress Reports	227	Final & Progress Reports	251	Final & Progress Reports	140
Requests to revise	188	Requests to revise	201	Requests to revise	55
Unanticipated/Adverse Events	12	Unanticipated/Adverse Events	22	Unanticipated/Adverse Events	4
Consultations	72	Consultations	80	Consultations	70

\* Files with revisions; the total number of submissions for revision is higher.

## REB INITIATIVES AND ACCOMPLISHMENTS

In addition to protocol reviews, the Office of Research Ethics engages in other activities in promoting the ethical conduct of research. Appendix B includes the latest annual report from the Chair of the REB to the Full Board which summarizes the work of the Office and the goals of the Chair for the following year. Results from five of the major initiatives included in the Chair's annual report are summarized below.

### Benchmark Analysis of REB Protocol Review Timing and Work Flow

In 2017, the REB Chair initiated an analysis of the REB protocol review process, timing of protocol review events and points of contact with researchers to identify areas of improvement for the REB. The REB hired Rochelle Stevenson, Ph.D. candidate in Soc/Anth/Crim and student representative on the REB, to gather information on all protocol file activity from January 1, 2015-December 30, 2016. Ms. Stevenson presented her results to the REB in February 2018. The report provided the first analysis of the work flow of the REB including timing from submission to clearance, timing between events, types of researcher contact and identified target areas for improvement. The results from this project were very beneficial for evaluating the performance of the REB and so will remain a consistent activity funded through the REB budget as a cost for on-going performance assessment and as baseline measures for evaluating the impact of policy and procedural initiatives. A summary is included here; the full slide presentation to the REB is included in Appendix C.

### Major findings

On average, the REB clears files within 35 days of receipt of the protocol; 50% of files are cleared within 30 days. Once the REB has reviewed a file, the time from review to clearance is approximately 20 days. This includes sending reviewer comments to the researchers, receiving responses back from the researchers and reviewing these responses and providing final clearance.



	2015 (241 files) n=days		2016 (254 files) n=days	
	Mean	Median	Mean	Median
Received to clear	37.7	30	36.7	30
Review to clear	28.5	21	28.0	19.5
Q25		6.75		6
Q75		42		34
Review to Conditional Clear	42.8	39	38.8	15.5
n (% of N)	12 (5%)		24 (9.5%)	
Review to Full Clear	27.6	20	26.6	20
N (% of N)	182 (75.5%)		192 (75.6%)	

### Effectiveness of protocol review changes

When the new Chair of the REB started July 1, 2016, she revised several protocol review procedures. To assess the impact of these modified procedures, Ms. Stevenson compared data before and after July 1, 2016. The analyses demonstrated that the new procedures had a positive effect on time from review to clearance. In some cases, the time for review was reduced in half and some review processes were completed within one day or the same day as submission. For example, review to clearance for executive reviews reduced to 8 days on average, with 50% of files being cleared within a day.

	2016 Before July 1 (139 files) n=days			2016 After July 1 (110 files) n=days		
	Mean	Median	Std.Dev	Mean	Median	Std. Dev.
Review to Clear - REB Time	15.38	11	19.97	9.75	7	9.9
EXECUTIVE REB Time	19.3	4.5	43.45	8.28	1	15.66
DELEGATED REB Time	39.08	23	50.53	29.51	23	24.65
Requests to Revise	0.75	0	1.32	0.59	0	1.83
n (% of N)	121 (87.1%)			107 (97.3%)		
Time to Clear	4.73	2	9.75	1.75	1.3	1.89

Please see Appendix C for the full presentation of review times, protocols by faculty, and other review information from the benchmark study.

### **Community Collaborations**

#### Hôtel Dieu-Grace Health Care

The University of Windsor continues to operate as the REB for Hôtel Dieu-Grace Health Care providing protocol reviews and monitoring of research under the auspices of the hospital. Between 2015-2017, the REB reviewed seven protocols and currently has three open files.

### Reciprocity with Windsor Regional Hospital (WRH)

To support the increasing research collaboration between the University of Windsor and WRH, the REB now accepts applications on WRH protocol application forms and assists university researchers in preparing their files to submit to WRH REB. The new REB website (described below) contains the documents necessary for application to WRH REB and the process of application. The Chair also sits as a non-voting member of the WRH REB.

### Windsor Essex County Health Unit (WECHU)

In September 2016, the Windsor Essex County Health Unit approached the REB to contract for ethics review for all research conducted within the WECHU. To date the REB has reviewed nine protocols for WECHU, as well as provided training and consultation for the staff on research ethics issues.

### **Designated Portal for Research Summaries for Participants**

The TCPS2 outlines the ethical responsibility for researchers to inform participants of the results of research in which they have engaged (TCPS2, 4.7). To assist researchers in complying with the TCPS2, in 2017, the REB collaborated with Leddy Library to create a website connected with Scholar's Portal where researchers could upload research summaries for participants. The REB Chair and David Johnstone from the library worked closely to design and implement a site that would be easy for participants to navigate while also protecting the copyright and publication protection for researchers. Feedback on this new platform has been very positive from both researchers and research participants. This new site can be found at: <https://scholar.uwindsor.ca/research-result-summaries/> and can also be accessed from the REB website: <http://www.uwindsor.ca/research-ethics-board/308/research-participant>

### **Enhanced REB Website**

In 2017, the REB contracted with Alicia Higginson of Office of Open Learning to assist the REB in enhancing its website for improved usability, properties for universal design, and increased resource and information access. The Public Affairs office provided additional assistance in the final REB website design and content. Along with the necessary information on REB processes, deadlines, and application forms, the REB now includes resources on current issues in research ethics, scholarly publications on research ethics as well as links to international review policies.

### **Research Ethics Education**

To provide education for REB members as well as preparation for clinical trials certification, the REB became a member of Network to Networks (N2), a national alliance which supports collaboration across provinces in clinical research. One of the benefits of membership is access to the Canadian Collaborative Institutional Training Initiative (CITI) which includes on-line training for US and Canadian researchers in clinical trials management, relevant legislation and regulation for clinical research in US, Canada and Europe as well as ethics review guidelines for clinical trials. Through the REB's membership in N2, the research community can complete these courses for free which would normally cost \$600-\$800 per course. These courses are available to faculty, staff, and students. The REB has created a combination of courses so that certificates of completion can be awarded.

The Chair of the REB, REB members, and Special Advisor to the REB also provide course presentations on research ethics, workshops for faculty and students on specialized topics in research ethics, and participates in scholarly conferences on research ethics.

## LOOKING FORWARD 2018-2019

The REB has four main goals for the upcoming academic year listed below together with corresponding objectives:

Pursue clinical trials certification through Clinical Trials Ontario

- Finalize membership and US registration of a new Biomedical Full Board for clinical trials protocol reviews
- Provide training to new Biomedical Board on clinical trials review
- Inform research community on clinical trials opportunities and resources in collaboration with researchers

Increase communication and engagement with research community on research ethics and REB

- Develop and post formal policies and procedures from Office of Research Ethics
- Continue evaluation of REB processes and areas for improvement in protocol timing and quality of reviews
- Conduct an evaluation of the REB from perspective of researchers
- Create a mechanism for on-going researcher feedback to the REB

Explore reciprocal research approval for national and international research collaborations

- Develop policy and procedures on multi-jurisdictional research
- Explore reciprocity for collaborative research in US and Internationally

Expansion of educational resources and leadership in research ethics

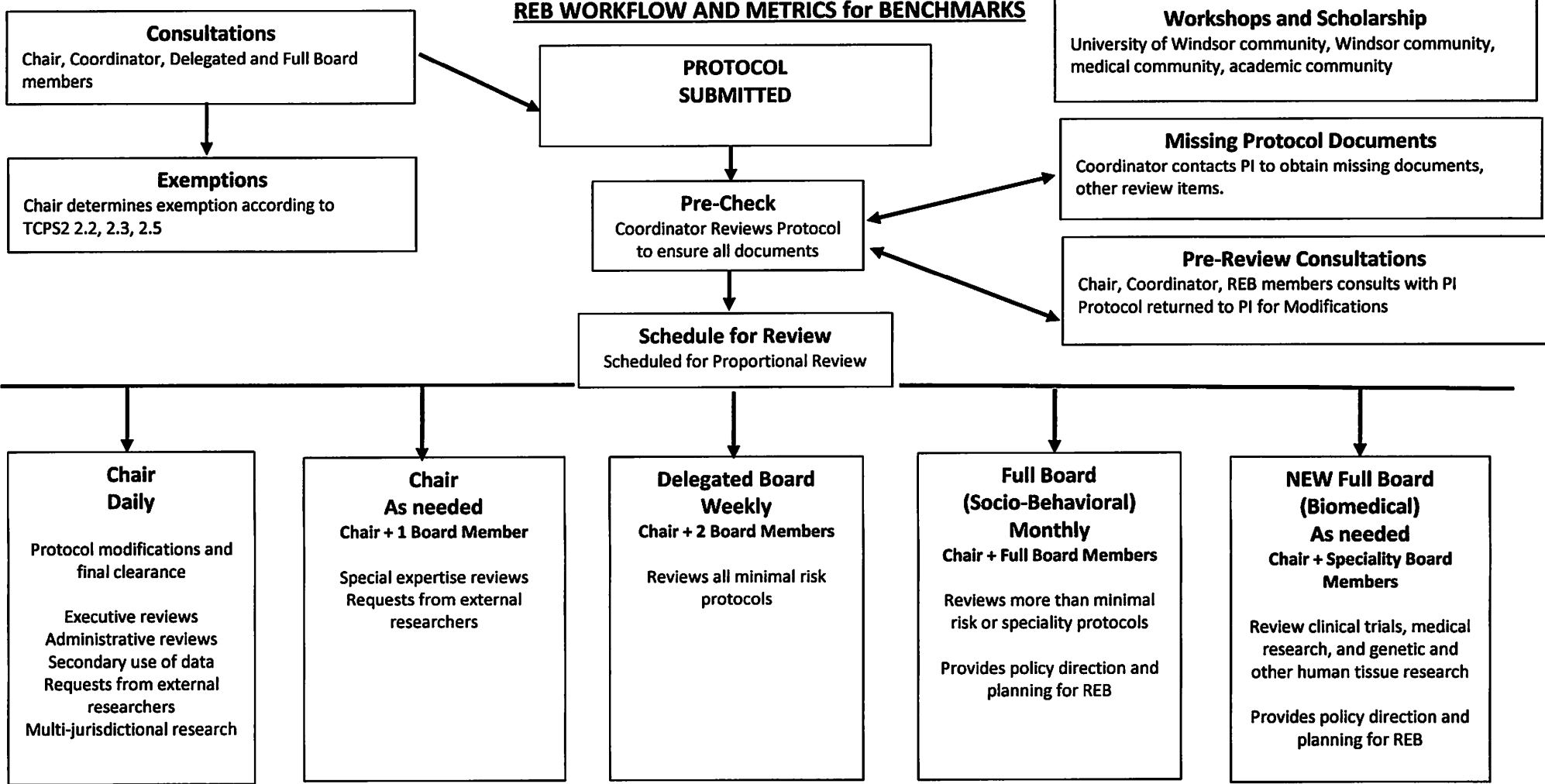
- Pursue research opportunities on research ethics issues with students and faculty
- Expand education on research ethics issues for international students
- Participate in international projects on research ethics and ethical review procedures
- REB Chair to complete ethics leadership certificate through Carleton University

On behalf of the University of Windsor Research Ethics Board, this report is respectfully submitted.

Suzanne McMurphy, Chair



**REB WORKFLOW AND METRICS for BENCHMARKS**



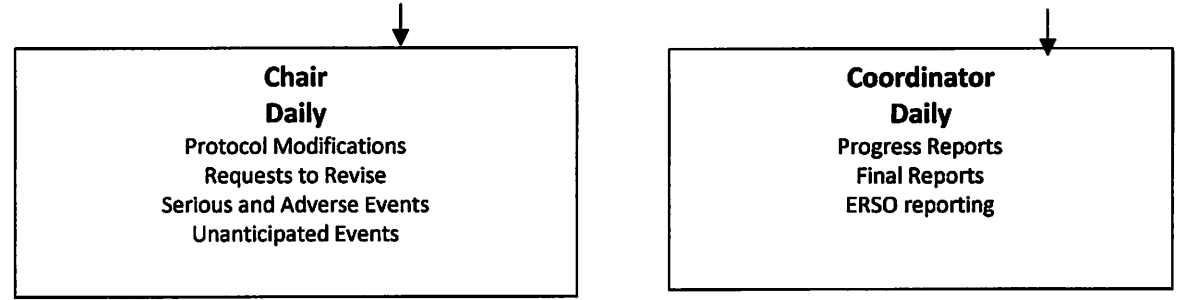
**Metrics**

*# of workshops, educational events*  
*# of pre-review consultations*  
*# of post-review communications*

*Time from protocol submission to review*  
*Time from review to minutes sent to PI*  
*Time from minutes sent to PI response*  
*Time from PI response to clearance letter*

*Number of hours for review per protocol*  
*Number of hours in meeting per type of committee*

**POST CLEARANCE**



## APPENDIX B

### Chair's Report to the Research Ethics Board Suzanne McMurphy

#### ACCOMPLISHMENTS: July 1, 2016- June 30, 2017

The following accomplishments are those over and above our daily file processing, protocol reviews, communications with researchers, clearing protocols, requests to revise and closing files. The Office also answers questions daily by phone and e-mail daily and frequently meets with researchers, students for consultation on protocol applications and on-going studies, adverse events, etc. The office is open daily for walk-in consultations and inquiries.

#### Improving REB Structure and Procedures

##### Benchmarking study

To identify benchmarks for measuring time between events and developing benchmarks, Rochelle Stevenson conducted a 2 year retrospective file audit of all files—closed and active. We measured time from all event points from initial application to final clearance, post-clearance events and closure. Rochelle is still analyzing the data and will give a presentation to the Full Board, anticipated in February 2018.

Current file audit: In preparation for applying for CTO certification, we conducted an audit of all open files to ensure all documents were available and files were complete, TCPS2 certificate were available and other necessary requirements were met. The audit was completed in April 2017. We currently have approximately 1,000 open active files.

Clinical Trials Ontario: (CTO): We are working toward achieving certification as an REB that can participate in CTO stream clinical trials in Ontario. This will allow our researchers to apply to our Board for clinical trials, as well as other researchers looking for a Board with a speciality or oversight capacity for their clinical trial. Currently there are 14 Boards certified in Ontario.

Computer safety: Three rounds of viruses hit the REB last year. In July 2016, we found multiple viruses on the REB computers that had most likely been circulating since the Spring 2016. We were infected again in Fall 2016 and Spring 2017. To provide greater protection of our computers, we purchased a stronger virus protection program than that offered by the university—called *E-Set*—recommended by IT. This virus protection covers Sarah and my desktops, laptops, and cell phones.

Coordinator job description and level: Sarah and I updated the job description for the Coordinator's position and requested a job assessment which resulted in a 4-level increase.

Expert advisors and panels: Individuals with specific expertise have been recruited to provide expert advice to the REB to support the REB's capacity to respond to current research ethics issues. These experts will be listed on the website and available to researchers and REB members.

Health and Safety: We have developed a policy to outline the alignment between Health and Safety certificate requirements and REB clearance. The Health and Safety officer—Sherry Menard—will be appointed to the REB Full Board and review protocols containing elements covered under health and safety regulations. She will advise the Board on whether the elements listed in relevant protocols are sufficient. This policy will be outlined under our new internal guidelines #902.

Policy development: We have initiated three sets of policy developments:

First, we have updated our *University of Windsor Guidelines for Research with Human Participants* to bring us into compliance with the new TCPS2, 2014. These will be submitted to University of Windsor Senate in 2018.

Second, we are developing our internal working policies and procedures for our day-to-day review and internal processes in preparation for certification with CTO.

Third, we are developing policies and procedures specific to our work with external community partners that will assist with CTO certification and streamline application review processes for our researchers.

Registrations: We have secured our REB as a US registered IRB with the Office of Human Research Protection—University of Windsor ORG #7990/ IRB1: #9591, expires 09/2020. Our Federal-wide Assurance number expires next year, 2018. We have both numbers on file if any faculty require these numbers for a collaboration with a US researcher or US funding agency.

## **Increasing communication and support for researchers**

Invite PIs to Board meetings: We now extend an invitation to Principal Investigators to briefly present their protocols and answer questions when we review their files with the Full Board. We will also call PIs during Delegated Review meetings, if we have questions that they can answer to assist our review.

New forms: We have modified our main Faculty/Staff/Student form which will be available on our new website. We have updated the Request to Revise form to include monitoring information. We created a form to request opening a closed file, and request an executive review of a file.

REB summary site with Leddy Library: To facilitate the summary of research results for participants and support our researchers to comply with the TCPS2 guidelines on feedback for participants, we are working with Leddy Library to create a site where researchers can upload summaries of their projects. This site will be both copyright protected as well as be easily accessible for participants.

Website: We have created a new website with a simplified landing page and updated information. Alicia Higgison from the Office of Open Learning was hired to create the main platform and Sarah has been working to update the information on the website. PAC will provide the final programming.

## **Strengthening engagement with external partners**

REB of Record for Windsor Essex Community Organizations: We have contracts as the Research Ethics Board of record for the following organizations: Hotel-Dieu Grace Hospital, Windsor-Essex County Health Unit; Cardiac Care Centre. We are also the Appeals Board for Lambton College.



Windsor Regional Hospital: We now accept Windsor Regional's protocol review forms for our own reviews and provide feedback in consultation with Windsor Regional. The intent is to prepare the file through our review and communication with researchers and thus expedite the review process with Windsor Regional.

#### **ON-GOING for 2016-2017:**

Complete internal operating procedures and policies: In preparation for a pre-certification visit from Clinical Trial Ontario (CTO) we must document all our internal working procedures and post them on our website.

Ethics mailbox and calendar: We continue to have difficulties with the Outlook calendar and the Ethics mailbox. Messages are delayed either in 'drafts' or in 'outbox' and some are lost. We also have had difficulty scheduling re-occurring meetings and re-scheduling meetings. We are working with IT to address the problems.

Hotel Dieu contract: We are continuing our contract with Hotel Dieu as their board of record for research ethics reviews. We are currently developing processes and procedures for clinical trials and other research being conducted on-site at the Hospital.

Re-negotiating all University of Windsor departmental and specialized REC contracts: Revising the contracts and including their association with the main REB as well as conducting a file review will assist in preparation for the Tri-Council monitoring visit and strengthen our relationship with Departments.

Schulich Medical School: We are exploring the options of becoming the Board of Record for all researchers associated with the medical school located at the University of Windsor.

Training for Board members: We have N2 clinical trials education and on-line certification available for Board members. These trainings will also be available for free for the University of Windsor community and our institutional partners.

#### **GOALS FOR 2017-2018**

Creation of a new Clinical Health committee or Biomedical Board: To support the increase in clinical trials and biomedical research as well as preparation for clinical trials certification, a new review committee is being explored.

CTO certification: We are preparing for a pre-audit to occur in early 2018.

IRB Administrator Certification: Suzanne and Sarah will seek US IRB Administrator certification after January 2018. This will improve our knowledge of the new Federal Regulations (45 CFR 46) that will go into effect January 2018 and assist us in supporting researchers conducting studies and seeking IRB approval in the US.

First Nations and OCAP certification: We have recently become aware of guidelines and a certification process for conducting research with First Nations communities. We will explore these guidelines and determine their implication for the REB protocol reviews and possibly researcher certification.



# REB BENCHMARKING ANALYSIS

Rochelle Stevenson, MA  
Suzanne McMurphy, REB Chair  
February 6, 2018.

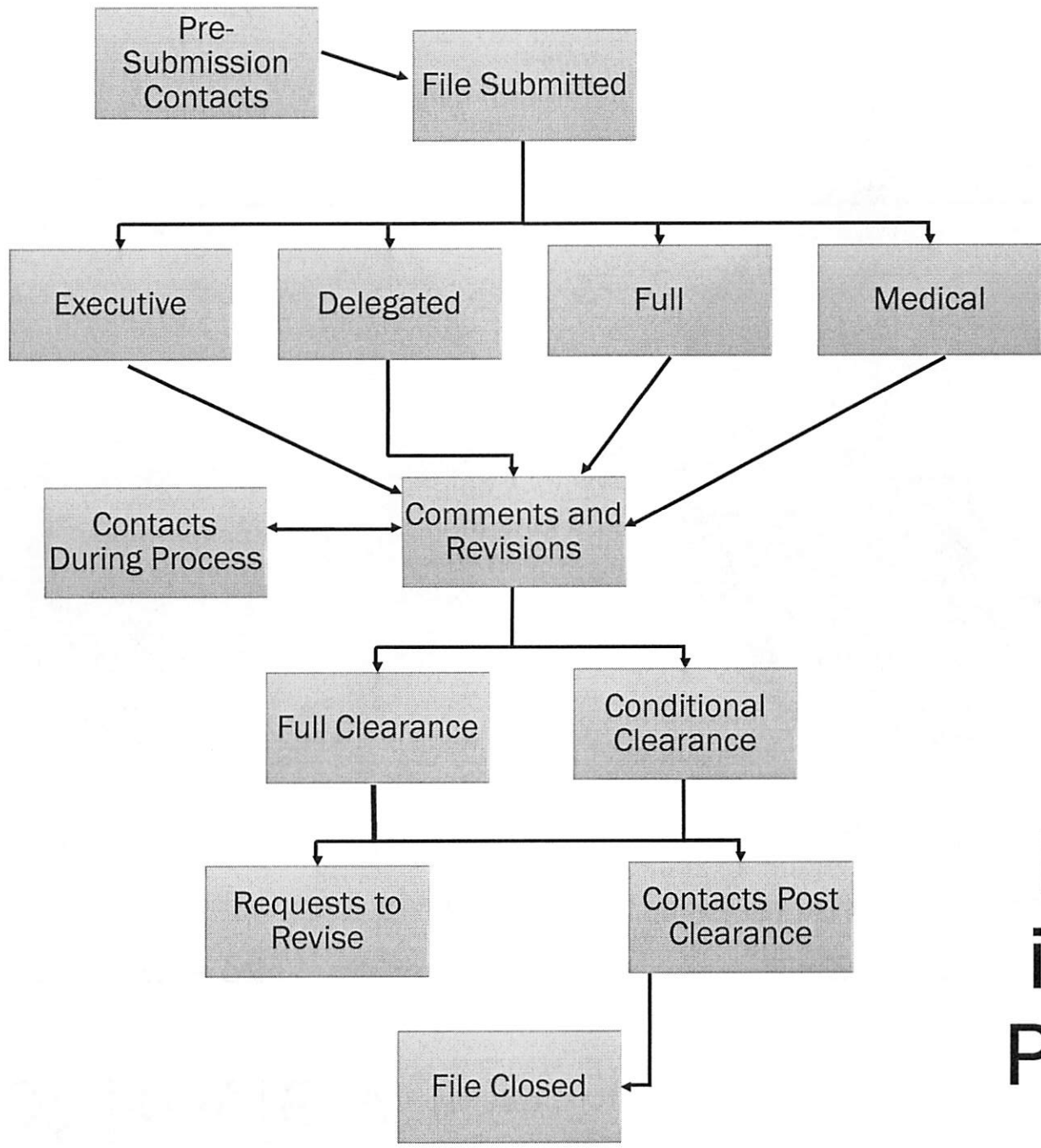


# Context

- Years Covered: 2015 and 2016
- Time points of various points of contact throughout the process from pre-submission of application to final report

## Goals:

- To evaluate the REB process;
- To establish benchmark times for key decisions; and
- To attempt to more accurately portray the amount of labour and time involved in each file and across the REB process.

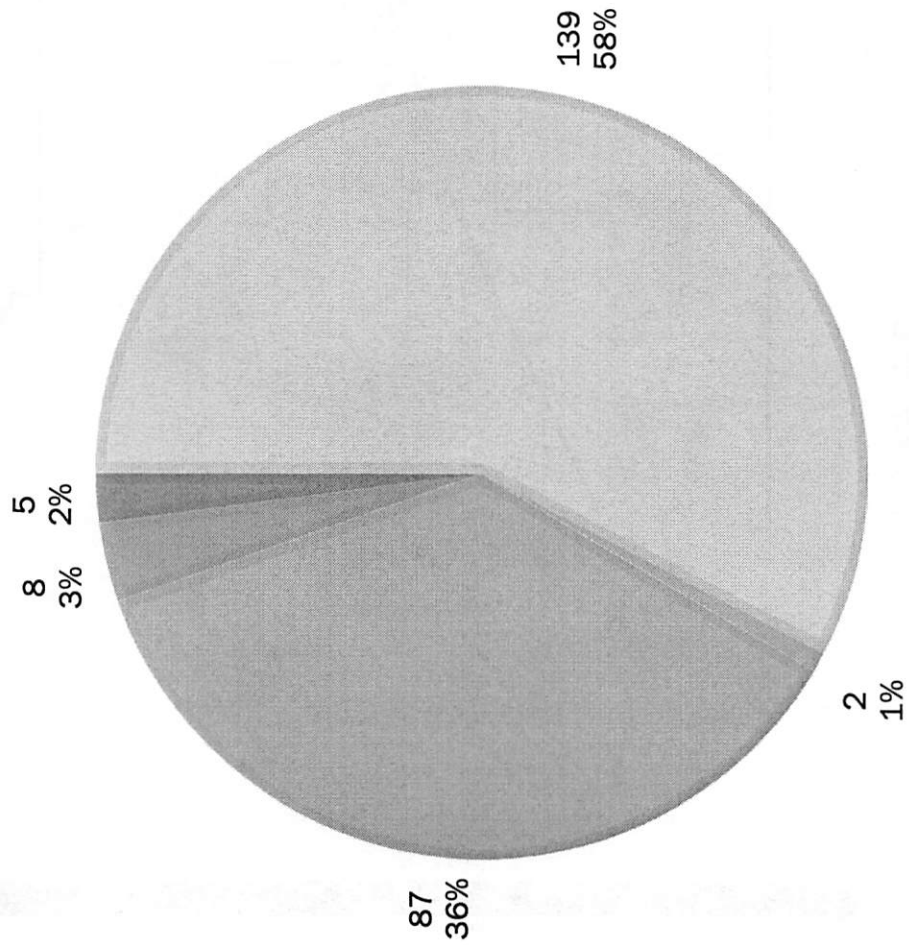


# Data Points in REB Process

# Type of Review

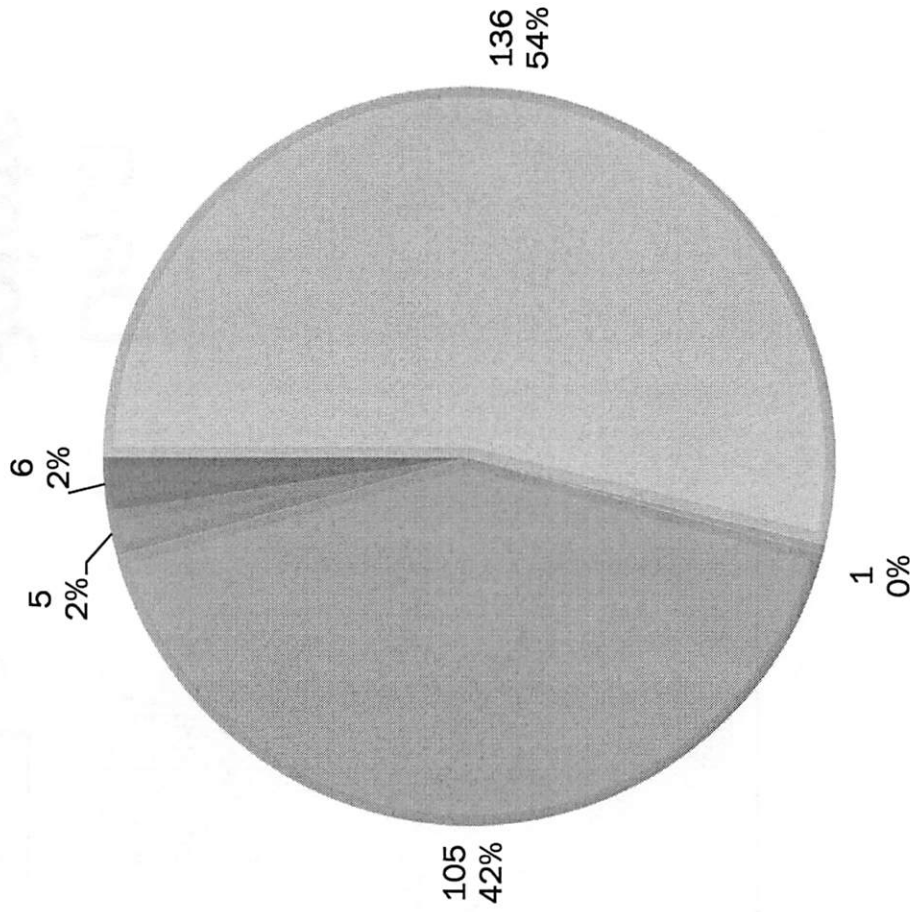
2015 (N= 241)

■ Delegated ■ Medical ■ Executive ■ Full ■ Unknown



2016 (N = 254)

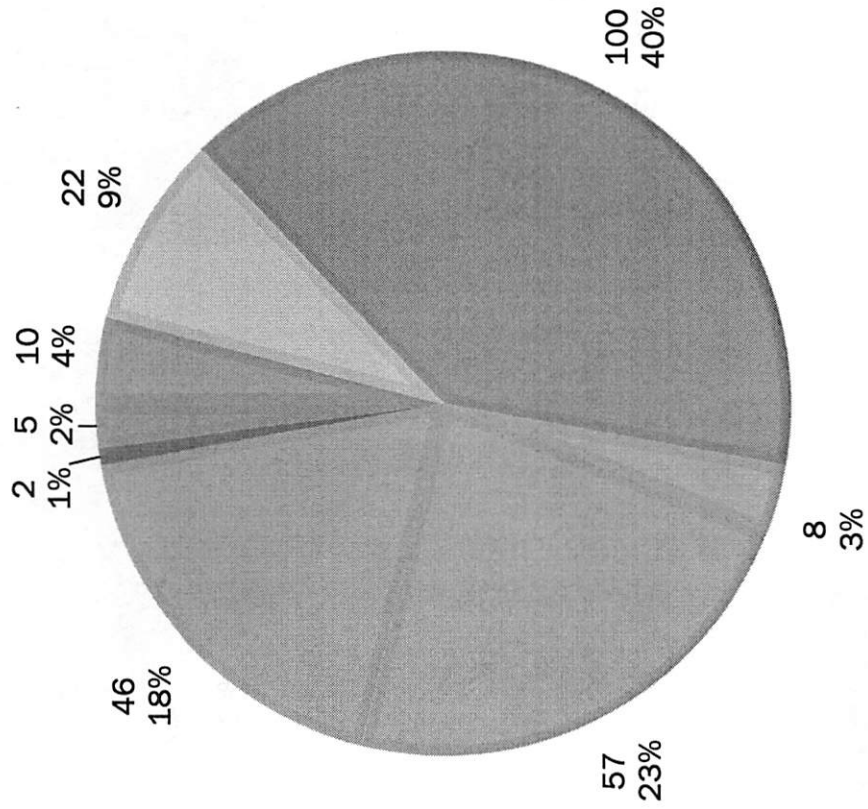
■ Delegated ■ Medical ■ Executive ■ Full ■ Unknown



# Type of Applicant

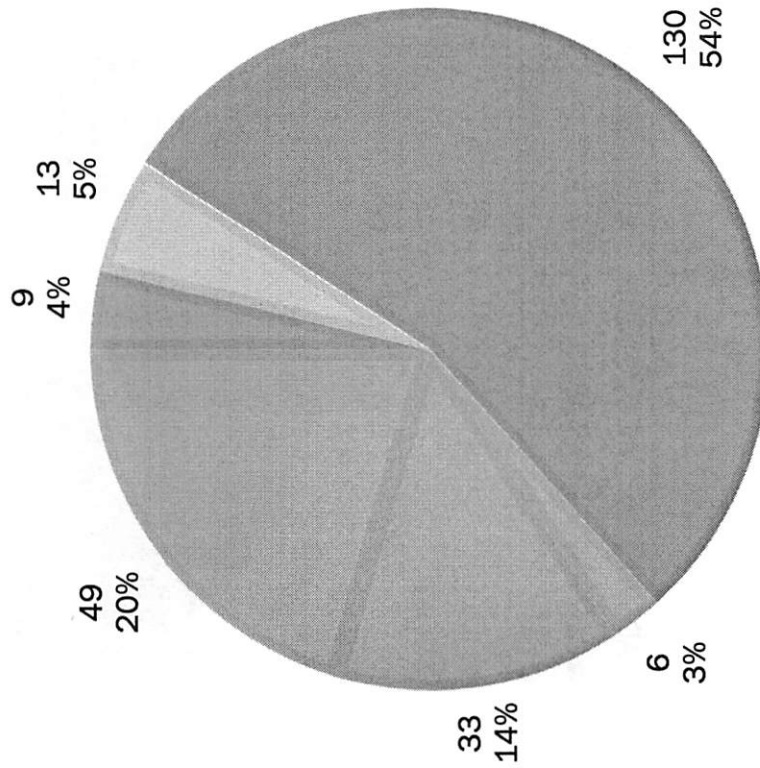
2016 (N = 254)

- Admin
- External
- Faculty
- Undergrad
- MA Student
- PhD Student
- Post-Doc
- Other



2015 (N = 241)

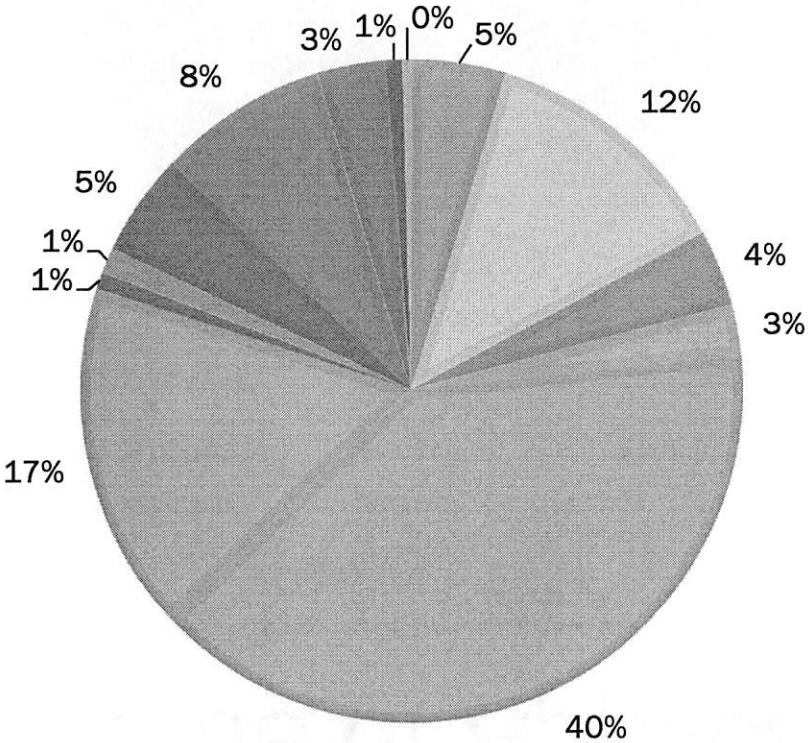
- Admin
- External
- Faculty
- Undergrad
- MA Student
- PhD Student



# Department or Faculty

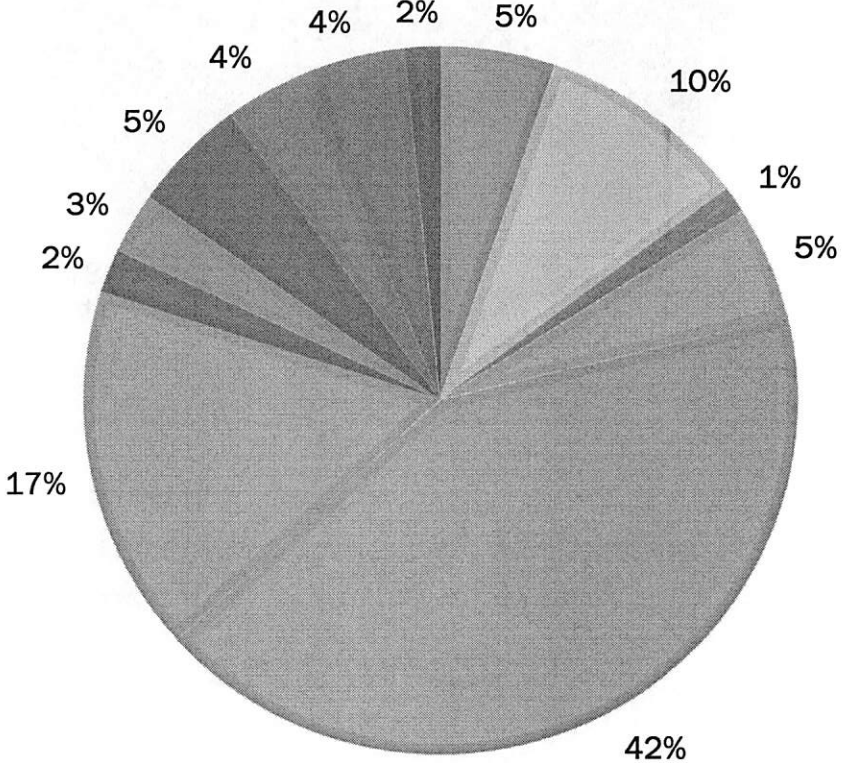
2015 (N = 241)

- ADMIN      ■ EDUCATION      ■ ENGINEERING
- EXTERNAL      ■ FAHSS      ■ HK
- LAW      ■ MED-HEALTH      ■ NURSING
- ODETTE      ■ SCIENCE      ■ SOCA
- GLIER



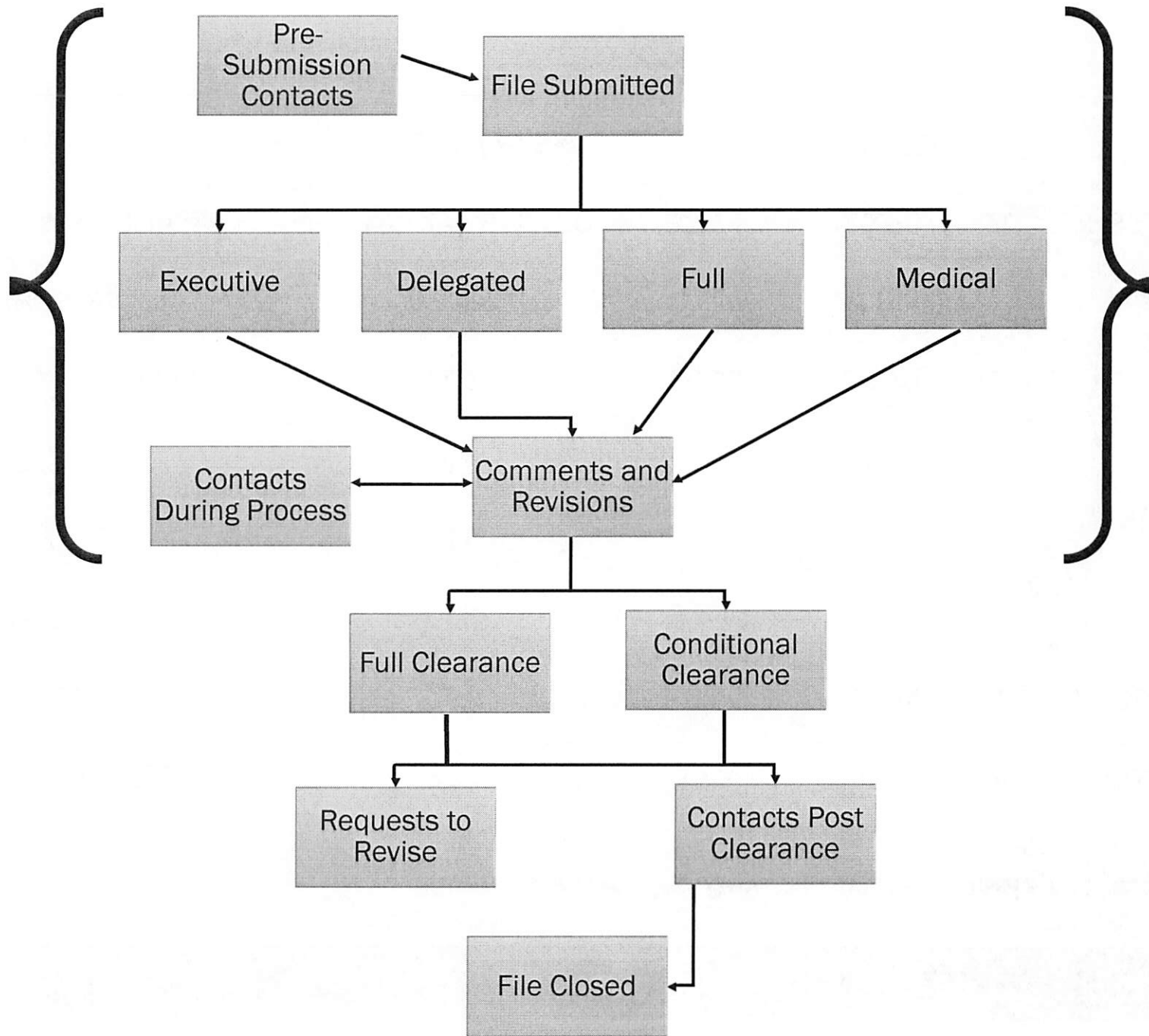
2016 (N = 254)

- ADMIN      ■ EDUCATION      ■ ENGINEERING
- EXTERNAL      ■ FAHSS      ■ HK
- LAW      ■ MED-HEALTH      ■ NURSING
- ODETTE      ■ SCIENCE      ■ SCHULICH





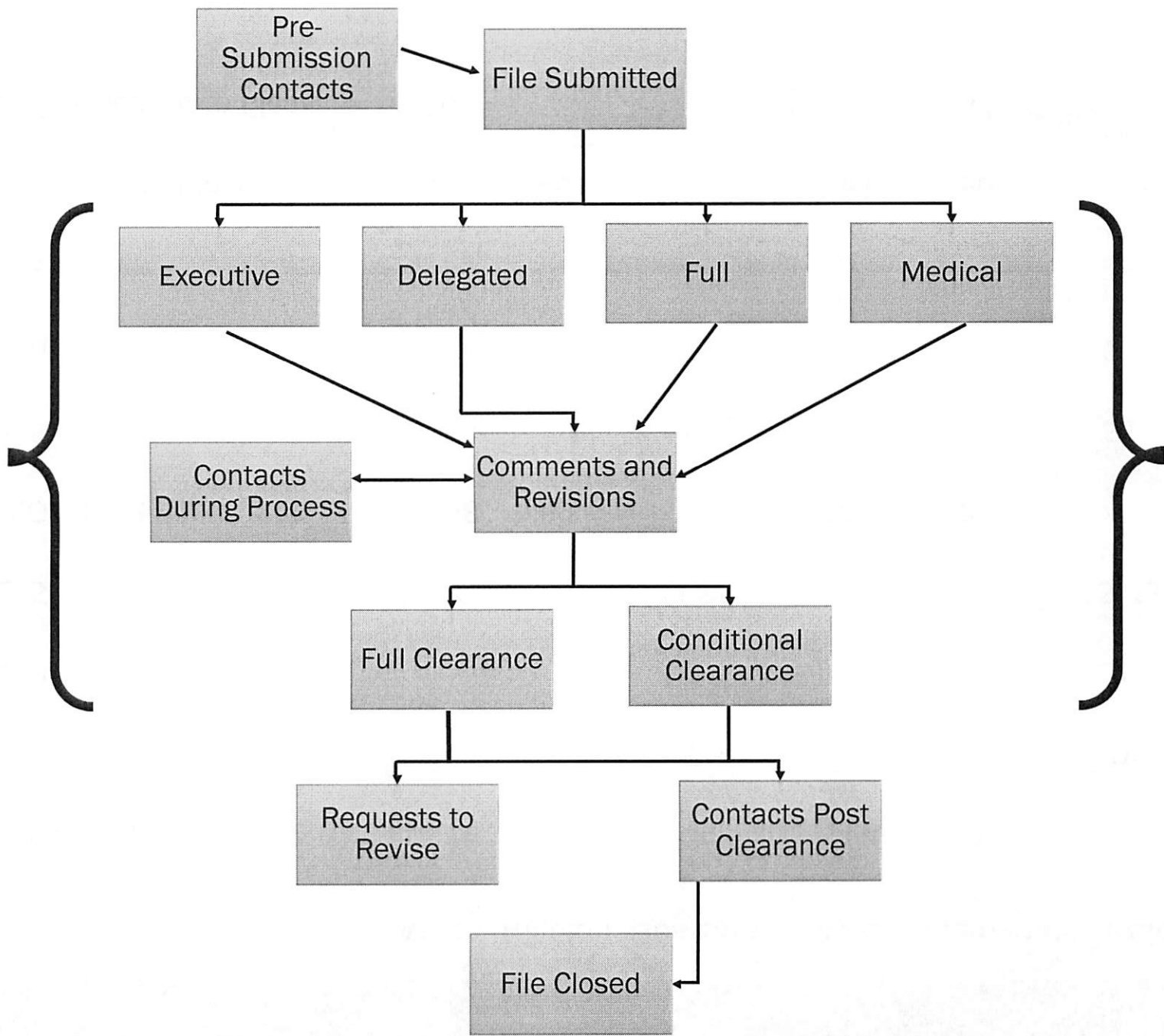
	<u>2015 (N = 241)</u>			<u>2016 (N = 254)</u>		
	Mean	Median	Std.Dev	Mean	Median	Std. Dev.
Received to Clear	37.7	30	35.3	36.68	30	40.26
Review to Clear	28.5	21	30.64	27.94	19.5	39.8
Q25	6.75			6		
Q50	21			19.5		
Q75	42			34		
Review to Conditional Clear	42.75	39	26.33	38.79	15.5	55.53
n (% of N)	12 (5%)			24 (9.5%)		
Review to Full Clear	27.56	20	30.74	26.58	20	37.36
n (% of N)	182 (75.5%)			192 (75.6%)		



	2015 (N = 241)			2016 (N = 254)		
	Mean	Median	Std.Dev	Mean	Median	Std. Dev.
Pre-Submission Contacts	2.1	2	1.14	1.77	1	1.16
n (% of N)	21 (8.7%)			39 (15.4%)		
Received to Review	8.77	8	6.12	9.6	8	8.47
Executive	4.53	3	4.7	4.98	3	7.68
Delegated	10.27	8	4.88	12.6	10	7.3
Full	16.38	14.5	7.86	18.5	15	12.37
Medical	36			17		
Review to 1st Comments	6.13	6	5.92	7.33	6	8.2
Contacts During Process	2.16	2	2.07	2.15	1	1.91
n (% of N)	62 (25.7%)			101 (39.8%)		



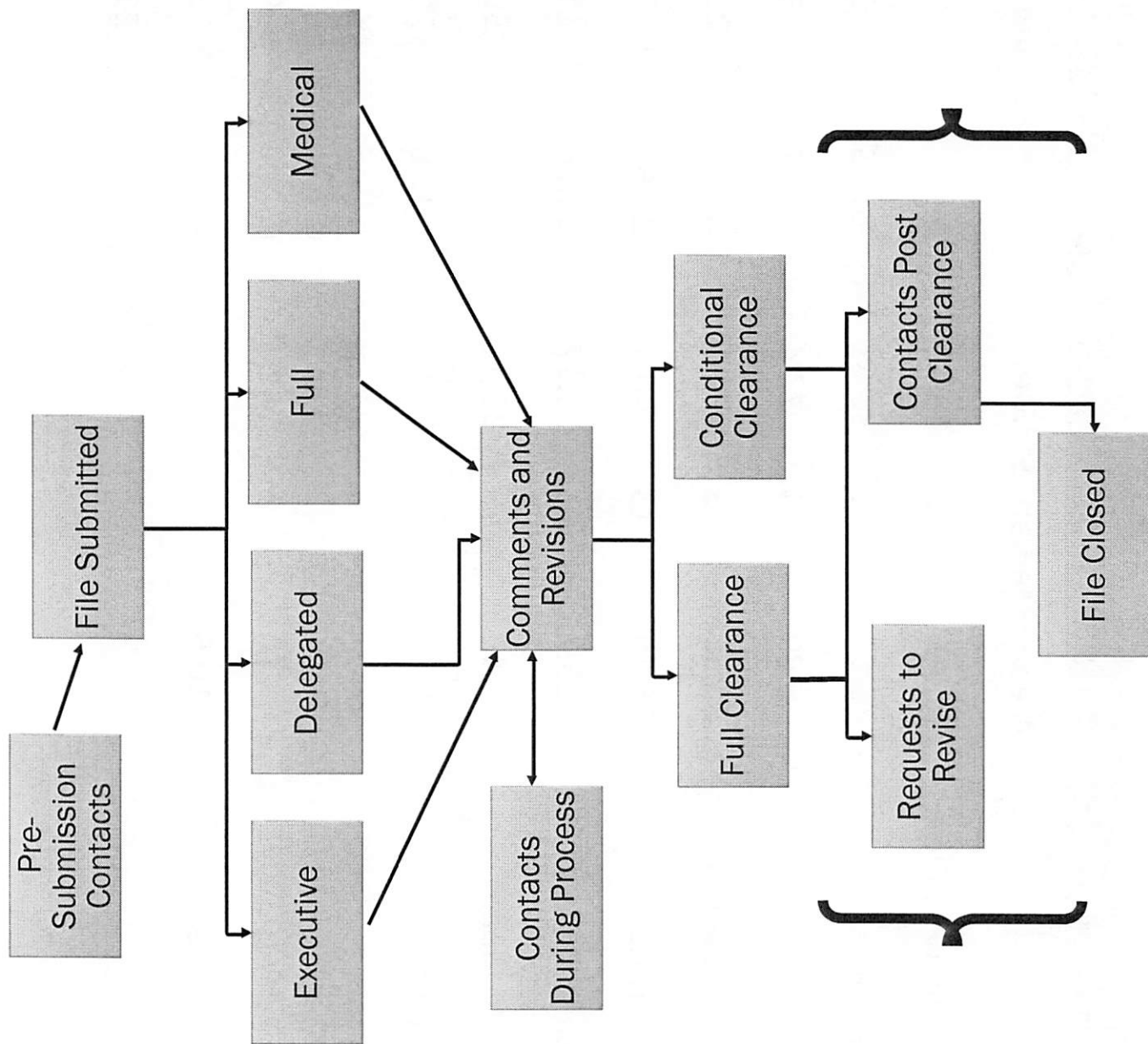
	2015 (N = 241)			2016 (N = 254)		
	Mean	Median	Quartiles	Mean	Median	Quartiles
Received to Review	8.77	8		9.6	8	
Executive	4.53	3		4.98	3	
Q25			1			1
Q50			3			3
Q75			6			6
Delegated	10.27	8		12.6	10	
Q25			8			8
Q50			8			10
Q75			12			14.5
Full	16.38	14.5		18.5	15	
Medical	36			17		



	2015 (N = 241)			2016 (N = 254)		
	Mean	Median	Quartiles	Mean	Median	Quartiles
EXECUTIVE Review to Clear	11.79	2		14.46	2	
Q25			0			0
Q50			2			2
Q75			11.75			15.75
DELEGATED Review to Clear	36.58	29		34.91	23	
Q25			17			15
Q50			29			23
Q75			48			36
FULL Review to Clear	42	49		61	50	
MEDICAL Review to Clear	16				34	

	2015 (N = 241)			2016 (N = 254)		
	Mean	Median	Std.Dev	Mean	Median	Std. Dev.
EXECUTIVE Review to Clear	11.79	2	28.13	14.46	2	34.43
Researcher Time	15.56	6	31.61	16.53	3	38.75
REB Time	6.89	4	7.74	5.67	3	9.24
DELEGATED Review to Clear	36.58	29	28.91	34.91	23	40.91
Researcher Time	25.15	13	48.1	22.66	11.5	42.45
REB Time	15.7	13	11.17	14.76	11	17.85
FULL Review to Clear	42	49	22.42	61	50	35.02
Researcher Time	26.37	23.5	20.91	33.8	21	28.92
REB Time	12.71	9	12.99	27.2	32	11.82
MEDICAL Review to Clear	16				34	
Researcher Time	10.5				13	
REB Time	3				21	





	<u>2015</u>			<u>2016</u>		
	Mean	Median	Std.Dev	Mean	Median	Std. Dev.
Requests to Revise	0.6	0	1.18	0.67	0	1.58
n (% of N)	217 (90%)			230 (90.6%)		
Time to Clear	4.48	1.7	6.53	3.88	1.4	8.3
Contacts Post Clearance	3.01	2	2.91	2.17	1	2.1
n (% of N)	135 (56%)			126 (49.6%)		

	<u>2016 Before July 1</u> (n = 139)			<u>2016 After July 1</u> (n = 110)		
	Mean	Median	Quartiles	Mean	Median	Quartiles
Review to 1st Comments	7.85	6		6.63	5	
Review to Clear	32.7	20.5		21.64	17	
Executive Review to Clear	19.3	4.5		8.28	1	
n (% of N)	57 (41%)			48 (43.6%)		
Q25			0			0
Q50			4.5			1
Q75			20			6.5
Delegated Review to Clear	39.09	23		29.51	23	
n (% of N)	75 (54%)			60 (54.5%)		
Q25			15			16
Q50			23			23
Q75			37			36

	<u>2016 Before July 1</u> (n = 139)			<u>2016 After July 1</u> (n = 110)		
	Mean	Median	Std.Dev	Mean	Median	Std. Dev.
Review to Clear - REB Time	15.38	11	19.97	9.75	7	9.9
EXECUTIVE REB Time	19.3	4.5	43.45	8.28	1	15.66
DELEGATED REB Time	39.08	23	50.53	29.51	23	24.65
Requests to Revise	0.75	0	1.32	0.59	0	1.83
n (% of N)	121 (87.1%)			107 (97.3%)		
Time to Clear	4.73	2	9.75	1.75	1.3	1.89