

University of Portland
Institutional Biosafety Committee Meeting

September 11, 2025

1:30-2:30 pm

Zoom Meeting

Present: Susan Murray (chair), Cara Hersh (ex officio), David Constant (external member), Melanie Harriff (external member), Ryan Kenton (vice chair), Toyin Olukotun, Sarah Schmits

Absent: None

No protocols were submitted to the IBC for review

Miscellaneous

- **Discussion:** Policies and language regarding students and IBC protocol submissions
 - Committee members discussed the current policies and language on the IBC website regarding submission of research protocols to the IBC by students.
 - Committee members agreed that, in order to maintain the highest standards of safety, only fulltime faculty members should be allowed to submit protocols.
 - The committee voted unanimously to update the IBC policies to clearly articulate that only fulltime faculty may submit protocols to the IBC. Students may not submit protocols.
 - This language will be added to the policies, key locations on the website, and to the submission form.
- **Discussion:** Committee intent for 3-year renewal reviews
 - Committee members discussed best practices around reviewing 3-year renewals for research projects (5-year renewals for classroom projects)
 - Currently, these 3- or 5-year renewals for ongoing projects are reviewed by two designated reviewers.
 - The committee voted unanimously to review 3-year renewals (for research projects) and 5-year renewals (for classroom projects) the same way as new projects are reviewed. These renewals will be presented to the full committee for review and deliberation at regular scheduled meetings, following the same practices in place for new projects.
 - The submission form will include a section for these projects to summarize changes made since the last approval.
- **Discussion:** Blood borne pathogens training for students under the supervision of department lab managers – mechanisms and IBC oversight

- Committee members discussed training expectations and oversight for student workers in the Department of Biology who may come into contact with biohazards as part of their employment.
- Committee members agreed that oversight for training these students did not fall under the purview of the IBC, but that the students should receive biosafety training.
- Sarah Schmits, Environmental Health & Safety Officer, will continue the conversation with Department of Biology faculty to identify and facilitate appropriate training for these student workers.
- **Discussion:** Appointment of IBC Vice-Chair – duration and responsibilities
 - Committee members discussed the duration for appointment of the vice-chair. The vice-chair steps in to serve as chair when the current committee chair must recuse herself from committee deliberations or discussions due to her involvement in a proposal under review.
 - Dr. Ryan Kenton was elected by the committee to serve as vice-chair at the March 20, 2025 IBC meeting.
 - With Ryan Kenton’s agreement, the committee voted unanimously to update the policies to indicate that the vice-chair will be elected by committee members with an appointment through the end of their term on the IBC.
- **Information**
 - New [NIH requirement](#) to post IBC meeting minutes on public website
 - “Modernizing and Strengthening Oversight of Biosafety” initiative from the NIH
 - A link to the latest NIH announcement regarding this initiative will be provided to committee members by email

Next scheduled full committee meeting: October 9, 2025, 1:30-2:30 p.m., Zoom Meeting