

Davidson College Institutional Biosafety Committee Minutes

Element	Topic	Decisions/ Notes
<i>Meeting Date</i>	November 25, 2025	
<i>Meeting Location</i>	Wall 281, Davidson College	
<i>Meeting Type</i>	In-person	
<i>IBC Members Present</i>	Naila Mamoon (Chair), Cindy Hauser, Christopher Alexander, Jeffery Sich, Blane Houck, Allen Stowe, Peter Szanton	Not present - Dave Wessner (on sabbatical)
<i>Quorum</i>	Yes	
<i>Other Individuals in Attendance</i>	None	
<i>Review and Approval of Prior Minutes</i>	Minutes	Minutes of 9/9/25 meeting approved unanimously. No corrections requested.
<i>New Business</i>	Review of Revised Roles and Procedures Document	No questions. Committee approved posting it on website
	Update on Meetings/Communications with Departments and Externally Funded Faculty	IBC team shared: - Meetings had been held with faculty in Biology and Chemistry, the two departments with faculty most likely to require approvals from the IBC. Initial overviews of the purview and processes of the IBC were shared and questions answered - Emails were sent to externally funded faculty who might work with materials requiring IBC approval asking them to confirm if anything they worked with would qualify and offering to answer questions or meet as needed.
	Review/ Discussion of Draft FAQs	- Suggestions were made to revise the wording of some of the FAQs to make them clearer and/or more concise - Discussion about how much can be covered under a single IBC registration form led to committee decision that a separate IBC registration form will be required for each externally funded project, and that all internally funded or teaching related approvals can be covered by a single registration form, if needed. FAQs to be updated to reflect that decision.

		• Questions were raised about some low-risk research and whether it truly needs to be registered through the IBC. IBC team to confirm based on NIH Guidelines and IBC best practices and update FAQs as needed. • Request to add an FAQ addressing why an IBC is needed.
	Review / Discussion of Draft Registration Modification Form	Several additions/edits were suggested: • In Personnel section, clarify that for teaching lab work, PI can upload a class list rather than having to type out all student names • In Project Locations section, add text about sample-processing locations and off-site locations • Add a question to FAQs about work occurring at off-site locations. • In Training section, add hyperlink to CITI (where training modules are located) and confirm in which instances and what level of student training is required
	Discussion of Rollout Plan for Registering Work Done in Teaching Labs and/or as Part of Coursework	• IBC team suggested scheduling a meeting with the lab manager and chairs of the primarily impacted departments to discuss how to best roll this out. Committee agreed and a meeting will be scheduled. Results of that meeting and proposed plan to be shared at the next IBC meeting.