

**Bowdoin College  
Institutional Biosafety Committee  
Meeting Minutes**

**Date: October 28, 2025**

**Time: 4:00PM – 5:00PM**

**Location: Hatch 012 with a virtual Zoom option**

**Members present: A. McBride (Chair), S. Fussell, A. Lage, C. Wojtysiak, P. Countway, M. Henderson and E. Murphy (Administrator, non-voting)**

**Members Absent: A. Loeffler**

**Guests: C. Martin-Tetreault**

**1. CALL TO ORDER / CONFIRMATION OF QUORUM**

- a. The meeting was called to order by the Chair, Anne McBride at 3:57PM.
- b. The quorum was confirmed by the Administrator, Emily Murphy.

**2. APPROVAL OF THE MINUTES**

- a. Approve meeting minutes from November 14, 2025.
  - i. No corrections to the minutes, unanimously approved.

**3. REVIEW OF PROTOCOLS**

- a. Annual Review(s)
  - i. #2024-03\_Honeycutt
    - 1. Project status: Currently inactive
    - 2. The research has not started but will likely be initiated in Spring 2026.
    - 3. No adverse events or unanticipated problems.
    - 4. Future plans: No changes are planned, the project will continue as previously approved by the IBC.
    - 5. Biosafety Level: BSL-1
    - 6. Motion to approve by PC; seconded by AL
      - a. Vote to approve: Yes - 6, No – 0, Abstain - 0
    - 7. Action: Annual review approved. EM will check-in with researcher regarding personnel changes in the Spring.

**4. CONTINUING BUSINESS**

- a. Training Requirements
  - i. Faculty/staff
    - 1. Committee agreed that the training requirement for faculty and staff should be a Basic Training Course through CITI. This course will consist of 9 modules with additional “supplemental” modules that can be added to the training based on the risk assessment and research conducted.
    - 2. Motion to approve by SF, seconded by MH

**Bowdoin College  
Institutional Biosafety Committee  
Meeting Minutes**

- a. Vote to approve training requirements for faculty and staff:  
Yes – 6, No – 0, Abstain – 0
  - b. Action: Training requirements for faculty and staff approved.  
EM will work with CITI to create the Basic Training Course.
- ii. Students
  - 1. This discussion will be moved to a future meeting.
- iii. Members
  - 1. This discussion will be moved to a future meeting.

**5. NEW BUSINESS**

- a. NIH Template for Meeting Minutes
  - i. At the next meeting we will implement the NIH template for meeting minutes. We will use this template going forward to document our meeting minutes.

**6. ADJOURNMENT:** The meeting adjourned at 5:00PM.

- a. Next meeting: February 2, 2026 @ 10AM