

**INSTITUTIONAL BIOSAFETY COMMITTEE MINUTES**

*Members of the IBC convened at 11:00 am on Thursday, January 8, 2026 via Microsoft Teams.*

**Attending Members:**

Dr. Liping Tang	Professor, Bioengineering	IBC Chair / rDNA Expert / Animal Expert
Dr. Alison Ravenscraft	Assistant Professor, Biology	Plant Expert
Ms. Melissa Conklin-Pierce	Safety Specialist III, EH&S	Lab Safety Expert, BSO
Mr. Philip Oilepo	IRB Director, Methodist Health	Non-Affiliated Member / Non-Scientist
Mr. Martin Rugroden	Business Owner	Non-Affiliated Member / Non-Scientist
Ms. Elisabeth Rowlett	Safety Specialist III, EH&S	Alternate Member to BSO / Scientist

**Guests:**

Ms. Renee Franco	Research Support Specialist	Regulatory Services
Ms. Lisa Greening	Director	Regulatory Services

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1. The Chair called the meeting to order with a majority of members present and read a notice regarding conflicts of interest – *Quorum was established with 5 out of 5 members in attendance*

**2. Approval of Minutes**

- The minutes from the October 30, 2025 meeting were presented for review and discussion.
  - There were no issues or concerns with the minutes

*The committee voted to approve the minutes (Total Vote = 5; For = 5, Opposed = 0, Abstained = 0)*

**3. Review of New Non-Exempt Protocol Amendment - #IBC21.004: A Protocol for Synthetic Nucleic Acid Research Experiments and Managements**

- This protocol aims to clone and express recombinant human RNA-processing proteins in bacterial, mammalian, and insect cell systems under Biosafety Level 2 containment.
- The Committee discussed:
  - The biosafety level and mitigation measures
  - The host cell lines and site-specific training
  - Biocontainment and storage
  - Personnel updates

*The committee voted to approve the amendment under Section III-F (Total Vote = 5; For = 5, Opposed = 0, Abstained = 0)*

**4. Discussions:**

- IBC Internal Review Procedures SOP to help streamline internal processes of submissions

*The committee voted to approve the updates to the SOP (Total Vote = 5; For = 5, Opposed = 0, Abstained = 0)*

**5. Adjourn** - The meeting adjourned at 11:15pm.