

IRB Committee Meeting
March 3, 2017 Meeting Minutes
Building 4, Room 2460 (1:00 p.m. ~ 3:00 p.m.)

Present:

	RIE Director		Academic Senate Appointments		Academic Senate Appointments		Managers		Unaffiliated Member
	Barbara McNeice-Stallard (Behavioral Science) Co-Chair (Term: Ongoing)	X	Misty Kolchakian (Behavioral Science) Co-Chair (Term: 2015-2018)	X	Shiloh Blacksher* (Behavioral Science) (Term: 2016-2019)	X	George Bradshaw (Behavioral Science) (Term: 2015-2018)		Danielle Pearson (Behavioral Science) (Term: 2015-2018)
	CSEA	X	Catherine McKee (Biomedical Science) (Term: 2015-2018)		Dezzie Prewitt* (Behavioral Science) (Term: 2014-2017)		Lisa Rodriguez (Title V) (Term: 2017-2020)		Patricia Quiñonez* (Behavioral Science) (Term: 2016-2019)
	Vacancy	X	Rebecca Hatch, (Behavioral Science) (Term: 2015-2018) Phone	X	Sierra Powell* (Behavioral Science) (Term: 2017-2020)			X	Pamela Yeagley* (Behavioral Science) (Term: 2015-2018) Phone
	Rafael Delgado* (Non-scientist) (Term: 2015-2018)		Chara Powell (Behavioral Science) (Term: 2016-2019)		DSPS				Carolina Lepe (Long Beach City College) (Term: 2016-2018)
	Edwin Romero* (Behavioral Science) (Term: 2014-2017)		Carmen Rexach (Biomedical Science) (Term: 2015-2018) Phone	X	Grace Hanson (Behavioral Science) (Term: Ongoing)				

* *Alternates.* Also present: Jade Pearce, Project Coordinator, and Melissa Alvarez-Mejorado RIE Administrative Specialist

Item	Topic	Updates/Discussion	Outcome/Action Item
1.	Welcome & Ice Breaker	<ul style="list-style-type: none"> We introduced ourselves to everyone since this is the first meeting of the semester. Also, we have one new IRB member, Sierra Powell When a new faculty member joins the IRB or replaces another, they need Academic Senate approval 	Pending Academic Senate approval, Sierra will become an IRB member from 2017-2020
2.	Review of Minutes	<ul style="list-style-type: none"> Review of Minutes – Minutes from March 3, 2017 meeting were reviewed, edited with minor revision, and approved as read. 	<ul style="list-style-type: none"> Jade and Melissa will correct.
3.	CITI Training	<ul style="list-style-type: none"> All Full-time permanent faculty are eligible to submit the CITI training to salary and leave for professional growth increment <ul style="list-style-type: none"> ○ Any questions, contact Catherine McKee for further guidance 	<ul style="list-style-type: none"> All Full-time permanent faculty should submit to salary and leave for professional growth increment

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4.	Project Updates	<ul style="list-style-type: none"> ● 2017-301: Barbara reviewed status of application noting they have permission to proceed with UCI (their home institution) as the guiding body for this project ● 2017-304: At the March meeting, committee members had a number of questions/concerns about several sections w/in their application. Barbara McNeice-Stallard, and Elizabeth Bogumil met with them in person to address sections in question, provide suggestions/feedback, and requested that they provide updates prior to April meeting for committee to review. They revised application, and edits were reviewed and approved by all committee members present as well as those participating via phone at the April 7 meeting. 	<ul style="list-style-type: none"> ● Barbara will send an email to 2017-304 regarding approval status
5.	Review of IRB Protocol Application and Process	<ul style="list-style-type: none"> ● Review of updated IRB forms (located on IRB website under IRB committee, policies and procedures) that are now editable/fillable ● Application documents once complete can be uploaded to IRB website (docs will be saved to Smartsheet and Jade will receive notification) ● Committee will now have access to view application docs (protocol) via Smartsheet once user/committee member has signed up for a company account – ask Barbara for login directions to be included in minutes ● Misty Kolchakian would like to request a PDF version of the application that is printable/fillable so that students could use as a practice tool to inform of general policy procedures regarding research projects ● Reviewing proposals with minor changes and edits: BMS question to the group – would it be ok for co-chairs to review and work with applicant in an effort for quick signoff, or do we still want to bring to group for review? Responses from group included: ultimately want to know what happened with project – so please provide closeout info. 	<ul style="list-style-type: none"> ● Jade will provide access to Smartsheet to committee members once they have set up their accounts ● Members would like at least 2 weeks to review application/protocol, review process will be decided on a case-by-case basis dependent upon degree of edits required, etc., add meeting dates and application deadlines to website
6.	IRB Website Updates	<ul style="list-style-type: none"> ● Purpose, Function, & Membership ● Review of purpose and function <ul style="list-style-type: none"> ○ Function: Misty read functions 1-10 and allowed time for group to review and comment. If function no longer applies or needs to be revised edits were made accordingly. <ul style="list-style-type: none"> ▪ 10. A lot of discussion surrounding function #10, and whether to include students as part of this function. Ultimately it was decided that IRB should stay within original directive and the 	<ul style="list-style-type: none"> ● Melissa and Jade will ensure that this is recorded in the minutes ● Jade will update the website

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		<p>group agreed adding the word “coordinate” and Mt. SAC would be the only change at this time.</p>	
7.	IRB POD Training for the Campus	<ul style="list-style-type: none"> ● POD training scheduled for 4/20: Purpose is to get campus excited about research and will be led by Shiloh Blacksher, Chara Powell, and Misty Kolchakian <ul style="list-style-type: none"> ○ Presenters looking for ways to market event; suggestions include: flyer distributed to STEM, PSY, SOC, creation of event page on Facebook which can also be viewed on Instagram, booth at SOAR Research Showcase on 4/18-19 	<ul style="list-style-type: none"> ● Jade will create flyers for the workshop
8.	2016-2017 Plan for the IRB	<ul style="list-style-type: none"> ● Members discussed current schedule of IRB meetings and decided that the current schedule (1st Friday of the month from 1-3 continues to work) ● June 2 is our last scheduled meeting for the Spring 17 semester – meeting will be cancelled if not needed, but group will be notified ● Research Showcase: The committee for Striving for Outstanding Achievement in Research (SOAR) is hosting its 3rd Annual Research Competition and 7th Research Showcase on April 18th and April 19th from 11am-3:30pm in 9C Stage. <ul style="list-style-type: none"> ○ Booths: SOC, PSY, IRB, Honors: Items needed: poster boards to say who we are and what we do, buttons and POD flyer as handouts, banner ○ Top Ten Research Items <ul style="list-style-type: none"> ▪ Top 10 things students need to understand about doing research (suggestions included): ▪ Why it will help them to transfer and also once they are at university (RH to look for stats) ▪ Resources available (library courses/trainings, embedded librarian, etc.) ▪ Clearly defined hypothesis ▪ Not knowing where to start ▪ Research prior to design (lit review) ▪ Help w/ operationalizing variables, creating measurable variables ▪ Choosing right statistics ▪ MK – Coming up with idea is often most difficult part for students so suggests trying to integrate things they are passionate about vs. easy ● Blurb from the IRB: An email newsletter to highlight resources for researchers, profiles on student and faculty researchers, and highlights of research showcases. <ul style="list-style-type: none"> ○ Printed one page handout to pass out at Flex Day ○ One page front/back 	<ul style="list-style-type: none"> ● Chara will find the due date for the Fall Flex Day application ● Research Showcase <ul style="list-style-type: none"> ● Misty is in charge of poster boards and flyers, also quick setup (before 9:30) ● Rebecca will provide table cloths ● Barbara volunteered to bring chocolates and banner ● Melissa will set up and take down if needed ● Carmen will draft outreach email to faculty mentors for student researchers ● Research Competition <ul style="list-style-type: none"> ● Volunteers are still needed ● We all should attend since we’ll be on campus for this IRB meeting ● Lisa and Rebecca will help coordinate the camera for the table at the Research competition and student waivers

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		<ul style="list-style-type: none"> ○ Content: Photo of Rebecca’s retirement party, faculty mentors for student researchers; profile SOAR; photo of Rebecca’s conference attendees profiles: researcher and student (Psi Beta); Inquiries: are you conducting research on campus, we want to acknowledge/profile you, are you a student and interested in 101 mentoring with a faculty member (for research, conference prep, feedback) or want to participate in a research conference? (remind them that mentoring can count toward supplemental hours) ○ Discussion tabled for next IRB meeting 	
	Issues Bin	<ul style="list-style-type: none"> ● Blurb from the IRB ● Tee shirts for the IRB committee ● POD Workshop ● Research 99 curriculum and Research club coordination ● Mentoring for faculty researchers ● Brown Bag Lunches <ul style="list-style-type: none"> ● Presentations on the IRB and student orientation worksheet (use the Division Level Presentations flyer?) 	<ul style="list-style-type: none"> ● Carmen and Shiloh will begin working with Research 99 curriculum. Curriculum deadline: End of May ● Chara is looking into tee shirts ● Carmen will work on creating mentoring for Faculty Researchers Colloquium.

Next Meeting: May 5th from 1:00 – 3:00.