

**IRB Committee Meeting
May 5, 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
X	Barbara McNeice-Stallard (Behavioral Science) Co-Chair (Term: Ongoing)	X	Misty Kolchakian (Behavioral Science) Co-Chair (Term: 2015-2018)	Shiloh Blacksher* (Behavioral Science) (Term: 2016-2019)		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		Rebecca Hatch, (Behavioral Science) (Term: 2015-2018)	X Sierra Powell* (Behavioral Science) (Term: 2017-2020)			X	Pamela Yeagley* (Behavioral Science) (Term: 2015-2018) Phone
X	Rafael Delgado* (Non-scientist) (Term: 2015-2018)	X	Chara Powell (Behavioral Science) (Term: 2016-2019)					Carolina Lepe (Long Beach City College) (Term: 2016-2018)
	Edwin Romero* (Behavioral Science) (Term: 2014-2017)		Carmen Rexach (Biomedical Science) (Term: 2015-2018)		DSPS	Grace Hanson (Behavioral Science) (Term: Ongoing)		

* *Alternates.* Also present: Jade Pearce, Project Coordinator

Item	Topic	Updates/Discussion	Outcome/Action Item
1.	Welcome	<ul style="list-style-type: none"> We introduced ourselves to everyone. 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 April, 2017 meeting were reviewed, edited with minor revision, and approved as read. 	<ul style="list-style-type: none"> Jade 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
4.	IRB Members	<ul style="list-style-type: none"> • New Members: Sierra Powell is officially an alternate and is moved into the alternate slot for faculty. • Appointments (will be made based on seniority): <ul style="list-style-type: none"> ○ Since Shiloh is the highest ranking faculty, she will be appointed as full-fledged member and will take over Rebecca's spot once she retires. • Faculty Co-chair: Misty is off for the FY '17-'18 for sabbatical and is finishing up her time as faculty co-chair of IRB. During her sabbatical, she will be working on webinars focusing on mental health and some much needed time with family. <ul style="list-style-type: none"> ○ Dezzie will move up and take over Misty's spot. Faculty will need to discuss who will be the next faculty co-chair. • Vacancies: There was discussion on finding another manager to replace Lisa Rodriguez. Faculty will need to ask Academic Senate for another faculty member. <ul style="list-style-type: none"> ○ Further, the IRB committee needs to let Academic Senate know that some of the members have been moved into full memberships and will give them a personnel inventory for AY '17'18. ○ Currently, there is another CSEA vacancy and there was discussion on replacing Edwin Romero with Bill Rawlins. 	<ul style="list-style-type: none"> • Rafael will talk to Bill
5.	CITI Training	<ul style="list-style-type: none"> • An updated list needs to be sent out to remind individuals who have not completed their CITI training. 	<ul style="list-style-type: none"> • Jade will send out the reminder
6.	Project Updates	<ul style="list-style-type: none"> • Currently there are no research projects • During the meeting we had an employee come to discuss his/her project to determine whether it would need IRB approval <ul style="list-style-type: none"> ○ The committee decided that since it appears to be more of a work study model and that no ID data will be collected, there is no need for IRB approval. Instead, the committee gave the guest a copy of Mt. SAC's IRB guidelines and encouraged them to contact the IRB should they have any questions. 	<ul style="list-style-type: none"> • Heather will continue to keep in contact with the IRB.

		<ul style="list-style-type: none"> ○ There is another possible project in the future where there is a need to track demographic and ID data and there will be further discussion for their IRB submission 	
7.	Presentation for classes	<ul style="list-style-type: none"> • Astro 99 Research class will sometimes have guest speakers and they would love to have someone from the IRB come and discuss research and research integrity 	<ul style="list-style-type: none"> • Misty and Chara will collaborate on creating a presentation
8.	Communications	<ul style="list-style-type: none"> • The IRB guidelines are being finalized and will soon be ready to be uploaded onto the website. • There was discussion on the status update which departments to conduct a IRB guidelines presentation <ul style="list-style-type: none"> ○ It was decided that after getting a status update, outreach to the department chairs will continue through POD presentations or possible department presentations ○ Goals: Inspire 99 course creation, hear about research occurring on campus and getting the word out about the IRB • June 2 is our last scheduled meeting for the Spring 17 semester – meeting will be cancelled if not needed, but group will be notified 	<ul style="list-style-type: none"> • Jade will upload the finalized guidelines • Misty will check in with Carmen (and Rebecca?) on the progress on department outreach.
9.	Updates	<ul style="list-style-type: none"> • SOAR Showcase: The showcase went well – there was a large turnout and two prize winners per category for a total of six winners. <ul style="list-style-type: none"> ○ There was a booth which had the IRB flyer ○ Improvements: Possibly think of ways to let people know in advance of the upcoming showcase. Perhaps have more faculty and staff attend in the future. • IRB POD Workshop: The workshop went well – 10 people signed up and six people attended. 	<ul style="list-style-type: none"> • The committee will continue to conduct outreach through POD workshops and presentations
10.	Issues Bin	<ul style="list-style-type: none"> • Tee shirts for the IRB committee <ul style="list-style-type: none"> ○ There was discussion on the Mt. SAC shirt. Perhaps a polo shirt • PAC IRB Report <ul style="list-style-type: none"> ○ Quarterly Report 	<ul style="list-style-type: none"> • Catherine will talk to Grace about the shirt style • Jade will go into the archive and find the T-shirt design
11.	Accomplishments	<ul style="list-style-type: none"> • For the AY '16-17 <ul style="list-style-type: none"> • Increased IRB awareness 	

		<ul style="list-style-type: none">• Pushed out guidelines to the College• Reviewed [X] programs• Completion of CITI training• POD workshop• Apply or Flex Day Training	
--	--	--	--

Next Meeting: June 2nd from 1:00 – 3:00.