

**IRB Committee Meeting  
September 7, 2018 Meeting Minutes  
Building 4, Room 2460 (1:00 p.m. ~ 3:00 p.m.)**

	<b>RIE Director</b>		<b>Academic Senate Appointments</b>		<b>Academic Senate Appointments</b>		<b>Managers – Appointed by VPs</b>		<b>Unaffiliated Member</b>
X	Barbara McNeice-Stallard (Behavioral Science) Co-Chair (Term: Ongoing)	X	Chara Powell (Behavioral Science) (Term: 2016-2019)	X	Shiloh Blacksher* (Behavioral Science) (Term: 2016-2019)	X	George Bradshaw (Behavioral Science) (Term: 2015-2018)		Danielle Pearson Graham (Behavioral Science) (Term: 2015-2021) <b>(Phone)</b>
	<b>CSEA Appointments</b>	X	Catherine McKee (Biomedical Science) (Term: 2018-2021)	X	ElizaBeta Meyer* (Biomedical Science) (Term 2017-2020)		Sue Long (Behavioral Science) 2017-20120		Patricia Quiñonez* (Behavioral Science) (Term: 2016-2019)
X	Vincent Herrera (Non Scientist) (Term 2017-2020)	X	Carmen Rexach (Biomedical Science) (Term: 2018-2021)	X	Sierra (Vane) Powell* (Behavioral Science) (Term: 2017-2020)		Grace Hanson (ACCESS) (Behavioral Science) (Term: Ongoing)		Pamela Yeagley* (Behavioral Science) (Term: 2015-2018) <b>Phone</b>
		X	Misty Kolchakian (Behavioral Science) (Term: 2018-2021)		John Norvell* (Biomedical Science) (Term: 2018-2021)				

\* Alternates (verify).

Also present: Doris Torres, Administrative Specialist III

<b>Item</b>	<b>Topic</b>	<b>Outcome/Action Item</b>
1.	<ul style="list-style-type: none"> <li>• Introductions</li> <li>• Reviewed Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Welcome back Misty Kolchakian a continuing member of IRB. George Bradshaw term is completed. Will discuss with Audrey to become a member of IRB. Faculty, were appointed to the Committee per the May 24, 2018 Academic Senate meeting minutes:</li> </ul>

	Membership Terms	<ul style="list-style-type: none"> <li>○ <a href="http://www.mtsac.edu/governance/academicsenate/minutes/2017-2018/spring_2018/Full_Sen_Mins_May24.pdf">http://www.mtsac.edu/governance/academicsenate/minutes/2017-2018/spring_2018/Full_Sen_Mins_May24.pdf</a> <ul style="list-style-type: none"> <li>▪ Catherine McKee (Business), Misty Kolchakian (Psychology), Carmen Rexach (Biology), John Norvell (Biology) 3-year terms 2018-2021</li> </ul> </li> </ul>
2.	<ul style="list-style-type: none"> <li>• April 6, 2018 minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Minutes to be reviewed next IRB meeting</li> </ul>
3.	<ul style="list-style-type: none"> <li>• CITI program Training and Reminders</li> </ul>	<ul style="list-style-type: none"> <li>• Members will receive a reminder email on their CITI training completion</li> </ul>
4.	<ul style="list-style-type: none"> <li>• IRB Faculty Co-Chair position is vacant</li> </ul>	<ul style="list-style-type: none"> <li>• No volunteers to be Faculty Co-Chair at this time</li> </ul>
5.	<ul style="list-style-type: none"> <li>• Study (#2018-407)</li> </ul>	<p>Study was discussed at length and approved by all members. Barbara will ask investigator the following: [ask me for my notes in case I missed something. Thanks – Great notes!]</p> <ol style="list-style-type: none"> <li>1. For CITI, you need to affiliate yourself with Mt. San Antonio College so we may see your certificate within our CITI administration section. This will allow you/us to see which courses you've completed for our Responsible Conduct of Research. Please complete any other courses needed. We require an overall success rate of 80%.</li> <li>2. For your recruitment of subjects, the email recruitment will come from the Research Office to the students and faculty. How are you deciding who to email? If more students reply to the email asking to be part of the study than you need, how will you determine who to include and what to say to the others?</li> <li>3. We strongly urge you to consider adding a debriefing to your protocol. Your decision will not impact our approval.</li> <li>4. The study will happen on campus. We assume that the faculty members will help you set up a room reservation.</li> <li>5. For parking, we also assume the faculty will help you secure a parking pass or you will use the pay lots.</li> <li>6. I believe it is only you doing the data collection on campus, correct? All those on campus will need to complete a Campus Volunteer form and I need to sign it and submit it to Risk Management before you begin. It is attached.</li> <li>7. We require that you be familiar with our emergency procedures as noted here: <a href="http://www.mtsac.edu/emergency/emergency-procedures.html">http://www.mtsac.edu/emergency/emergency-procedures.html</a></li> </ol>
6.	<ul style="list-style-type: none"> <li>• Fall 2018 – IRB Guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• To be discussed at next IRB meeting</li> </ul>
7.	<ul style="list-style-type: none"> <li>• IRB Presentations</li> </ul>	<ul style="list-style-type: none"> <li>• Misty will share presentation she and others put together on the IRB. Other will use it to present at departments:</li> </ul>

	(Understanding IRB)	<ul style="list-style-type: none"> <li>○ Beta and Carmen will present to Kinesiology</li> <li>○ Beta and Carmen will present to Biology</li> <li>○ Vincent will discuss and IRB presentation with CSEA</li> <li>○ Barbara will discuss an IRB presentation with Management Steering</li> <li>○ [need BMS notes}</li> </ul>
<p>Next meeting is October 5, 2018. Barbara may have a conflict as she is at a local conference that morning.</p> <p>Suggested Agenda items include:</p> <ol style="list-style-type: none"> <li>1. Welcome, Introductions, Ice Breaker (All) (10 minutes)</li> <li>2. Review past minutes for approval (April, Sept) (All) (10 minutes)</li> <li>3. Communications to campus community (Barbara) (10 minutes)</li> <li>4. Department Presentation Update (Faculty) (20 minutes)</li> <li>5. New IRB submissions (Barbara) (20 minutes)</li> <li>6. CITI Standing of IRB Members (Barbara) (5 minutes)</li> <li>7. IRB Guidelines (All) (10 minutes)</li> <li>8. Spring Flex Day Presentation (All) (5 minutes)</li> <li>9. Other (30 minutes...)</li> </ol>		