

**IRB Committee Meeting
May 3, 2019 Meeting Minutes
Building 4, Room 2460 (1:00 p.m. ~ 3:00 p.m.)**

	RIE Director		Academic Senate Appointments		Academic Senate Appointments		Managers – Appointed by VPs		Unaffiliated Member
X	Barbara McNeice-Stallard (Behavioral Science) Co-Chair (Term: Ongoing)	X	Chara Powell (Behavioral Science) (Term: 2016-2019)		Shiloh Blacksher* (Behavioral Science) (Term: 2016-2019) Phone		George Bradshaw (Behavioral Science) (Term: 2015-2018)	X	Danielle Pearson Graham (Instructor, Psychology) (Term: 2015-2021)
	CSEA Appointments	X	Catherine McKee (Biomedical Science) (Term: 2018-2021)		Elizabetha Meyer* (Biomedical Science) (Term 2017-2020)		Sue Long (Behavioral Science) (Term: 2017-2020)		
X	Vincent Herrera (Non Scientist) (Term 2017-2020)		Carmen Rexach (Biomedical Science) (Term: 2018-2021)	X	Sierra (Vane) Powell* (Behavioral Science) (Term: 2017-2020) Phone		Tania Anders (Earth Sciences and Astronomy) (Term: 2018-2021)		
	Beverly Heasley (Non Scientist) Term: 2018-2021	X	Misty Kolchakian (Behavioral Science) (Term: 2018-2021)	X	John Norvell* (Behavioral Science) (Term: 2018-2021)				
		X	Bettina Lee, (ACCESS) Instructor Specialist-Math Emphasis (Term 2018-2021)						

* Alternates (verify).

Regrets: Carmen, Sue, George, Beverly, Tania (being removed from the committee due to meeting conflict), Elizabetha, Shiloh

Notes: Doris Torres, Administrative Specialist III

Item	Topic	Outcome/Action Item
1.	<ul style="list-style-type: none"> Ice Breaker 	Chara and Misty provided an overview of what they presented and how many were in attendance at the fall Flex Day event. Many were already interested in research so provided them with ideas.
2.	<ul style="list-style-type: none"> Minutes 	<ul style="list-style-type: none"> December 7, 2018 Minutes were approved
3.	<ul style="list-style-type: none"> Confidential Information 	<ul style="list-style-type: none"> The IRB approved the document written by Barbara in response to the security issue. Barbara and Doris will update the Mt. SAC IRB Proposal Application form to add a further confidentiality requirement. This will be more specific to further investigators.
4.	<ul style="list-style-type: none"> IRB Research Proposals 	<ul style="list-style-type: none"> Barbara provided an overview of the proposals. The new Common Rule allowed her to let other IRBs be the agency taking on the responsibility for some minor research studies. The IRB agreed that it would announce on the website and the IRB Proposal Application form that “Mt. SAC IRB will not consider out-of-state proposals unless there are extenuating circumstances. The IRB will also limit its review of proposals to those related to graduate work unless there are extenuating circumstances. This is due to many issues including staffing and logistics”.
5.	Silo Buster	<ul style="list-style-type: none"> Barbara shared her quick presentation with the Managers in fall 2018 regarding the IRB. The managers appreciate our work. After the meeting, she received many requests for assistance from people asking to do research on campus.
6.	CITI Training	<ul style="list-style-type: none"> Members have been reminded to finish their training. John provided thoughtful discussions regarding three topics: <ol style="list-style-type: none"> When did generalizability become the trigger for scholarly research? Common Rule allows us to not monitor, or a yearly basis, minimal risk research (which most of ours is). Internet research. <p>For Generalizability, the IRB reviewed a CITI training module, Research and Human Subjects, to clarify our thinking. If John has further questions, he will email Barbara who will ask Cal Poly Pomona IRB for their feedback. For internet research, the IRB discussed how nothing is really secure/safe these days. How surveys can track IP addresses. How meetings can be recorded without your knowledge. How listserv responses can be forwarded to others and used out-of-context.</p>

7.	AP #3260	<ul style="list-style-type: none"> • Barbara and Doris will re-review fall edits to AP #3260. The version given to the IRB was much older.
8.	Quarterly Report to PAC	<ul style="list-style-type: none"> • For the quarterly report to PAC, it is recommended it be made on a yearly basis. Possibly content includes: <ol style="list-style-type: none"> 1. IRB purpose and function 2. Day to day operations versus IRB proposals 3. CITI 4. Common Rule and Federal guidelines (IRB and FWA registration) 5. Proposal review process – and interesting ones 6. Communications – flex, manager’s meeting, dept. meetings, Guidelines for faculty 7. Administrative: Meeting dates, members, Alternates (why important and process used for voting)
	<p>Next meeting is June 1, 2019 Meeting agenda:</p> <ol style="list-style-type: none"> 1. Welcome (All) 2. Barbara and Doris will update the Mt. SAC IRB Proposal Application form to add a further confidentiality requirement 3. Barbara and Doris will re-review fall edits to AP #3260 4. Other 	