

IRB Committee Meeting
December 4, 2020
Zoom Meeting (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	Catherine McKee (Biomedical Science) (Term: 2018-2021)	X	Sierra (Vane) Powell* (Behavioral Science) (Term: 2020-2023)		George Bradshaw (Behavioral Science) (Term: 2018-2021) Regrets		Danielle Pearson Graham* (Instructor, Psychology) (Term: 2015-2021)
	CSEA Appointments		Carmen Rexach (Biomedical Science) (Term: 2018-2021) Regrets	X	John Norvell (Behavioral Science) (Term: 2018-2021)	X	Adrienne Price (Grants Office) (Term: 2020-2023)		
X	Beverly Heasley (Non-Scientist) Term: 2018-2021	X	Misty Kolchakian (Behavioral Science) (Term: 2018-2021)	X	Danielle Dervishian (Biology) (Term 2020-2023) (Alternate)				
X	Michelle Newhart (Non-Scientist) (Term: 2019-2022)								

* Alternates (verify).

Regrets: George Bradshaw, Carmen Rexach

Tentative:

Notes: Doris Torres, Administrative Specialist III

Item	Topic	Outcome/Action Item
1.	<ul style="list-style-type: none"> Chair 	<ul style="list-style-type: none"> Barbara McNeice-Stallard and Co-Chair (As Needed) – Catherine McKee <ul style="list-style-type: none"> Catherine Co-Chair with Barbara during this meeting. Catherine asked the committee if there was anyone else interested in Co-Chairing with Barbara during IRB meetings. John Norvell offered his services to assist Barbara as Co-Chair in future IRB Meetings.
2.	<ul style="list-style-type: none"> Welcome and Announcements 	<ul style="list-style-type: none"> Additional IRB Unaffiliated Member needed as an (Alternate) - Catherine asked for more clarification on unaffiliated member qualifications? Barbara said: <ul style="list-style-type: none"> Member cannot be affiliated with Mt. SAC. Member would need to take some CITI Training. Okay to appoint a college student as an unaffiliated member. IRB members are hoping to appoint unaffiliated member by the next IRB meeting in March 2021. Catherine asked Doris to email the group with, CITI Training Click Here for details as to where they may locate CITI courses. Doris will provide group with the information.
4.	<ul style="list-style-type: none"> Minutes 	<ul style="list-style-type: none"> Review and approve November 6, 2020 Minutes – <ul style="list-style-type: none"> November 6, 2020 Minutes were approved by the IRB Committee members.
5.	<ul style="list-style-type: none"> AP 3260 Update (Handout) 	<ul style="list-style-type: none"> The committee reviewed AP 3260 <ul style="list-style-type: none"> Last review and updated to the AP 3260 was in June 7th 2019 New section was added to AP 3260, “Guidelines for Research in the Classroom”. CITI Training should be added to “Guidelines for Research in the Classroom” John Norvell lost connection during this meeting, he sent an email stating, he will take the lead in revising the Course Instruction Clause on AP 3260 and our guidelines, by getting input from IRB members who teach research and others at the College who do so. He will prepare to guide discussion during the March 2021 meeting. Once adjustments are made. Barbara asked for a Motion to move forward with AP 3260 approval process. All Approved the Motion
6.	<ul style="list-style-type: none"> Committee Virtual Potluck 	<ul style="list-style-type: none"> Be willing to suggest what we can do during our Potluck. Example Question: What was the best advice someone has given you?

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		Catherine asked the group “How has the team been coping with COVID-19 Changes?” <ul style="list-style-type: none"> ○ Everyone participated during the zoom meeting and shared their positive thoughts in coping with COVID-19 changes.

	Future Meetings, First Friday of Each Month – March, April, May, and June 2021. (If Needed). Parking Lot: <ul style="list-style-type: none"> • AP3260 • PAC Update • IRB Research Projects • CITI Training Completed
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