IRB Committee Meeting
April 2, 2021
Zoom Meeting (1:00 p.m. ~ 3:00 p.m.)

	RIE Director		Academic Senate Appointments		Academic Senate Appointments		Managers – Appointed by VPs		Unaffiliated Member
	Barbara McNeice-Stallard (Behavioral Science) Co-Chair (Term: Ongoing)		Catherine McKee (Biomedical Science) (Term: 2018-2021) **(Regrets)**	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	X	Carmen Rexach (Biomedical Science) (Term: 2018-2021)	X	John Norvell (Behavioral Science) (Term: 2018-2021)	X	Adrienne Price (Grants Office) (Term: 2020-2023)	X	Nicholas Athey (Assistant Professor of Sociology) (Term: 2020-21)
	Beverly Heasley (Non-Scientist) (Term: 2018-2021 **(Regrets)**	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: Catherine McKee, George Bradshaw
Tentative:
Notes: Doris Torres, Administrative Specialist III

Item	Topic	Outcome/Action Item
1.	• **Chair Members**	• Barbara McNeice-Stallard and Co-Chair John Norvell ○ Barbara welcomed all committee members. ○ Barbara also mentioned. Tri-Chairing is also available to those who are interested.
2.	• **Welcome and Announcements**	• Beverly Heasley, CSEA nonscientist will be stepping down. ○ CSEA will be contacted to refer a nonscientist member to complete Beverly's term through (Spring 2021) • New: Susan Phillips is stepping down and unable to commit to Mt. SAC IRB committee meetings. ○ Second Unaffiliated member is needed to replace Susan Phillips. ○ If interested in referring another unaffiliated member, please contact the Doris.
3.	• **Minutes**	• March Minutes – No changes to March minutes. Minutes have been approved and will be added to the IRB website.
4.	• **President's Advisory Council (PAC) Update (Barbara, Doris)**	• Brigitte Hebert will add Barbara and John to the April 28th, President's Advisory Council (PAC) meeting: (1) overview of IRB, (2) projects we approved, (3) process we use to keep trained, review proposal, address questions. ○ Barbara shared IRB Flow Chart attachment, with discussion on flow chart categories. ***Is the research part of program review, if YES, then your research is exempt from IRB review, Research Mt. SAC course assignment project, Research for publication or coursework of presentation?*** She asked if there were comments or thoughts on each category. Flow Chart Suggestions: ▪ Possibly provide each department with a document already created, and have this document disbursed to their faculty as needed if teaching a research course. ▪ Provide links to training modules and resources for individual protection. ▪ CITI training is available to facility. ▪ On National conferences, check in with the associations if they are IRB approved. ▪ Have faculty apply for grants. ▪ Possibly "New Faculty Seminar and Adjunct Orientation" to flow chart. ▪ Add podcast to webpage.

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		▪ For those reviewing the flow chart for the first time and are teaching research, possibly add (*) to generalizable category and possibly also add the definition to this category. ▪ During the meeting, Barbara requested from Laura Martinez, faculty listserv information. Laura provided this information as: parttimefaculty@listserv.mtsac.edu ▪ Mt. SAC IRB is here to protect their employees and students. ○ Barbara also shared *"Institutional Review Board (IRB)* update" sheet on: ***What is an IRB? Why is an IRB important? How might the IRB relate to you? What training is involved? What projects has the IRB reviewed?*** ▪ Barbara asked if there were any changes needed to this sheet. ▪ Committee agreed no changes are needed.
5.	• **IRB Research Projects**	• *(IRB Project #2021-509)* IRB Discussion: (This will be an example project to demonstrate how the Mt. SAC IRB uses Common Rule to view and possibly approve studies without having to through our own extensive IRB process. John and Barbara already reviewed this project and gave permission for its data collection). Project review in Smartsheet. ○ Committee members were unable to view Smartsheet files. During the meeting, members took the time to review this project, with further discussion, there were a few concerns on this project: ▪ Where will the data be stored? ▪ Is computer encrypted? ▪ Incentive offered is questionable. How will this incentive be reduced if study is not completed? ○ Barbara will discuss the above concerns with PI, once clarified. ○ This study will be approved. • Laleh Cote – This study was never entered in Smartsheet. Study was not approved • *(IRB Project #2021-510)* IRB Discussion: Project review in Smartsheet. ○ Prior to the IRB meeting, six committee members were assigned to review this project. ○ Those assigned discussed and reviewed project in detail. There were no major concerns that needed to be addressed. ○ Study was approved.

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6.	• **CITI Training Completed**	• Doris will be in touch with those who have not completed CITI Training.

7.	• ***Added: Faculty Flex Day (PD)**	• John and Sierra are working together on a proposal for Flex Day.
		Goals:
		  o Update faculty on IRB changes.
		  o Presentation on guidance for classroom based projects.
		  o Misty volunteered her **PowerPoint** to be used during Flex Day.

	Future Meetings – May, June 2021. First Friday of Each Month (If Needed). Next Meeting Topics: AP 3260 Update