

IRB Committee Meeting
March 4, 2022
Zoom Meeting (1:00 p.m. ~ 3:00 p.m.)

	RIE Director		Academic Senate Appointments		Academic Senate Appointments		Managers – Appointed by VPs		Unaffiliated Member
✓	Patricia Quinones (Chair) (Term: Ongoing)	✓	Catherine McKee (Biomedical Science) (Term: 2021-2023)	✓	John Norvell (Behavioral Science) Co-Chair (Term: 2021-2024)		Adrienne Price (Grants Office) (Term: 2020-2023)	✓	Nicholas Athey (Assistant Professor of Sociology) University of La Verne (Term: 2020-2023)
	CSEA Appointments	✓	Carmen Rexach (Biomedical Science) (Term: 2021-2022)	✓	Danielle Dervishian (Biology) (Term 2020-2023) (Alternate)	✓	Aida Cuenza-Uvas (AANAPISI) (Term: 2021-2024)		
	Michelle Newhart (Non-Scientist) (Term: 2019-2022)	✓	Misty Kolchakian (Behavioral Science) (Term: 2021-2024)		Sierra (Vane) Powell (Behavioral Science) (Term: 2021-2023)	✓	Ryan Mahler (ACCESS) (Term: 2021-2024)		

* Alternates (verify).

Regrets: Adrienne Price

Notes: Doris Torres, Administrative Specialist III

Item	Topic	Outcome/Action Item
1.	• Welcome	• Patty welcomed committee members
2.	• Approve December 3, 2021 meeting minutes – (Doris)	• December 3, 2021 meeting minutes were approved as written.

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3.	<ul style="list-style-type: none"> • IRB Research Projects - (All) 	<ul style="list-style-type: none"> • IRB Project #2021-525 on "<i>A Reframing of Mindset in Transition Planning for Students with Disabilities</i>" was reviewed in Smartsheet by committee members. <ul style="list-style-type: none"> ○ The Principal Investigator (PI) is requesting to recruit students with disabilities. After much discussion, the committee found several discrepancies and did not approve project 2021-525 <p>Before Mt. SAC IRB approval adjustments are needed:</p> <ol style="list-style-type: none"> 1. Data collection methods identified in the Mt. SAC IRB application are inconsistent between sections. 2. Recruitment procedures identified in the Mt. SAC IRB application are unclear. 3. IRB Consent Form provided needs to be revised. 4. PI should get IRB approval at the home institution and submit approval letter with revisions. <p>Patty will notify PI to make the appropriate corrections.</p>
4.	<ul style="list-style-type: none"> • AP 3260 on Classroom Research – (John) 	<ul style="list-style-type: none"> • John provided the IRB committee via email with <i>Mt. SAC IRB Research Activities Conducted as Part of a Course Requirements (proposed revision, March 2022) "Guidelines for Research in the Classroom" document, along with AP 3260 Institutional Review Board</i> revisions. <p>John had minor revisions to the AP 3260 and shared his screen for discussion. It was agreed no other changes are needed to this document.</p> <p>John shared and discussed changes to Guidelines for Research in the classroom.</p> <ul style="list-style-type: none"> ○ Paragraph #1: John clarified the terms of module training. Noted: Certification is achieved by completing the online modules offered free of charge to Mt. SAC employees through the CITI website, he would like to {add link, module name(s)}. {compensation for adjuncts, PGI, FLEX, Service to the College} ○ Paragraph #3: Both John and Misty discussed and agreed to add "the conferences and journals that may require IRB approval even if no approval is needed." ○ Paragraph #4: Research involving deception or incomplete will not qualify for expedited research unless it's minor and "benign" it qualifies for a full review to most IRB approvals. John added "benign" i.e., involving no more than minimal risk of discomfort, and is necessary for and justified by the potential value of the research. Examples include receiving false feedback or obfuscating the true hypotheses of a study.

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		<p>AP 3260 Institutional Review Document: IRB committee members will continue to work on course requirements document to meet IRB guidelines. John revised AP 3260 with yellow highlights and stated it's okay to move forward with the updated AP 3260.</p> <p>Doris will add AP 3260 document to the OnBase system for approval.</p>
5.	<ul style="list-style-type: none"> • CITI Training Requirement for Faculty – (John) 	<ul style="list-style-type: none"> • Suggestions from the committee on CITI modules for faculty and students: <ul style="list-style-type: none"> ○ There should be guidelines. For a full IRB approval. Instructors should have a signed document with the title of the presentation and those representing should sign, noted, reviewed, and be considered exempt for a full IRB review. ○ Should instructors provide proof of CITI training requirements or keep it on file? ○ Keep CITI modules short to qualify for PGI. ○ Possibly create a form with CITI modules, providing a check the box where they completed their modules, list students' names and titles, and met IRB guidelines. ○ IRB will continue to discuss guidelines for CITI modules.
6.	<ul style="list-style-type: none"> • Other – (Catherine) 	<ul style="list-style-type: none"> • Catherine said one of her department members informed her, there was an IRB discussion during the coordination meeting. The department member has put together a survey in Canvas (requirements from the American Bar Association) for students on online technology skills assessment. The department member was informed this online survey assessment may need to be IRB approved. Catherine asked Patty and John if the survey should be IRB approved? <p>Both Patty and John agreed survey does not need to be approved. Patty will provide an email to Catherine stating there is no approval needed.</p>

	<p>Future Meetings – April, May, June 2022. First Friday of Each Month (If Needed).</p> <p>Next Meeting Topics:</p> <p style="text-align: right;">*Update Membership on IRB and FWA Website per DHHS Directives</p>
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Mt. SAC IRB
Federalwide Assurance (FWA) # FWA00021745
Effective until April 15, 2024
Mt San Antonio College IRB #1
IORG# 0004996 (College)
ORG: IRB00005967 (For Our Work)
Expires May 29, 2022