

IRB Committee Meeting
May 7, 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
x	Barbara McNeice-Stallard (Behavioral Science) Co-Chair (Term: Ongoing)	x	Catherine McKee (Biomedical Science) (Term: 2018-2021)	x	Sierra (Vane) Powell* (Behavioral Science) (Alternate) (Term: 2020-2023)	x	George Bradshaw (Behavioral Science) (Term: 2018-2021)	x	Nicholas Athey (Assistant Professor of Sociology, University of La Verne) (Term: 2020-2023)
	CSEA Appointments		Carmen Rexach (Biomedical Science) (Term: 2018-2021)	x	John Norvell (Behavioral Science) (Term: 2018-2021)	x	Adrienne Price (Grants Office) (Term: 2020-2023)		Danielle Pearson Graham* (Instructor, Psychology) (Term: 2015-2021)
	Beverly Heasley (Non-Scientist) (Term: 2018-2021)	x	Misty Kolchakian (Behavioral Science) (Term: 2018-2021)		Danielle Dervishian (Biology) (Term 2020-2023) (Alternate) *Will return in the Fall*				
x	Michelle Newhart (Non-Scientist) (Alternate) (Term: 2019-2022)								

* Alternates (verify).

Update Membership on IRB and FWA Website per Department of Health and Human Services (DHHS) Directives

Regrets: Doris Torres, Administrative Specialist III

Item	Topic	Outcome/Action Item
	<ul style="list-style-type: none"> • Welcome and Announcements 	<ul style="list-style-type: none"> • Welcome all Committee Members. <p>Announcements:</p> <ul style="list-style-type: none"> • Membership <ul style="list-style-type: none"> ○ Danielle Pearson Graham and Beverly Heasley' s. Names have been strikethrough from IRB membership as of 5/3/21. Barbara and Doris are not able to connect with Danielle and Beverly stepped down. ○ IRB membership will be updated before September 2021 meeting.
	<ul style="list-style-type: none"> • Minutes 	<ul style="list-style-type: none"> • April Minutes – Updates were made to April minutes. Minutes approved and added to IRB website.
	<ul style="list-style-type: none"> • PAC Update (John) 	<ul style="list-style-type: none"> • Barbara's 4/28 email attachment – IRB Update was given to President's Advisory Council (PAC). John provided an overview of the session. PAC did not ask many questions. The 2021 IRB PAC Update had an error on it. Barbara provided Brigitte Hebert with the evidence to support that the College was in fact in compliance with its Federalwide Assurance. <ul style="list-style-type: none"> ○ 2021 IRB PAC Update ○ PAC-IRB Flow Chart ○ IRB Expiration – Should reside on bottom of each IRB Agenda ○ Federalwide Assurance Expiration – Should reside on bottom of each IRB Agenda
	<ul style="list-style-type: none"> • IRB Research Projects 	<ul style="list-style-type: none"> • (Mt. SAC IRB Project #2021-511) <p>IRB Discussion:</p> <ul style="list-style-type: none"> ○ Committee members discussed this study in detail, members had a number of questions/concerns about several sections within this application. Barbara McNeice-Stallard will provide suggestions and feedback to further approve this study, once these questions/concerns have been addressed, study will be approved. <p>Concerns and Comments:</p> <ul style="list-style-type: none"> ▪ How does this work at Mt. SAC help? ▪ Writing Identity Survey needs to be updated to only include those 18+ years of age and to change the #2 - What is your age category choices. ▪ Recruitment letter needs to talk about Mt. SAC IRB and APU IRB and provide both contacts if have concerns. ▪ To comply with California law, students can enter the drawing without taking/completing the survey by mailing a letter to SJI indicating their interest to be entered into the drawing. <p>IRB feedback:</p> <ul style="list-style-type: none"> ▪ What Writing Identify? What does it mean?

- Evaluation: Income level (prefer not to answer or don't know). Ethnicity add "declined to state" or multiple choices. Set up so that don't need to answer all questions.
- Ethics: no big concerns. Very clear in consent form that no direct benefit. No names. No relationship with PI and faculty not know who completes it. But - "no distress likely" - should be some sort of safe-guard in place to help them after they fill out the survey – given a resource (Student Health Center)
- Decision was made by committee member to approve this study

Barbara McNeice-Stallard:

- Had email communications with the English Department Chairs. They discussed the project with the English faculty and there were a few interested in helping, should the project be approved.
- Will clarify that investigator has fully satisfied all Mt. SAC CITI requirements per certificate and provides us with a Mt. SAC affiliation if the study goes through our process.

- ***(Mt. SAC IRB Project #2021-512)***

IRB Discussion:

- Committee members discussed this study in detail, members also had a few questions and concerns within this study, the following feedback and suggestions will be provided to approve this study, once questions/concerns have been addressed, study will be approved.

Concerns and Comments:

- No reward for participating from Faculty. Amazon gift card; survey – contact information not linked to their survey. (to comply with California Law, students can enter drawing without taking/completing the survey by mailing a letter to SJI indicating their interest to be entered into the drawing)
- Indicate study has been reviewed by Mt. SAC and to contact Barbara McNeice-Stallard for questions.

IRB feedback:

- The Research Department is going to have to ID who these students – does RIE have time for this?
- Survey: 2nd question asked if they are a CE student – would a student know this. (How can RIE ID it in the background with the sample so can we remove the question? How are we determining who is a CE student?)
- Interesting study. No major ethical concerns. Consider potential harms and contact information for health care services (why would they prefer not to do that?). Anonymous study – but email address and appreciate a question on a separate study, but will still know their name. IP Address anonymized. Change to Confidential. Recording or zoom – so, remove anonymous. Consenting to have those focus groups recording so they must be comfortable with the recording. 10,000 emails – curious about 4-6 students verses 10,000 people.
- Gift cards should be considered.
- Decision was made by IRB committee to approve this study.

Barbara McNeice-Stallard:

- Will clarify that both investigators have fully satisfied all Mt. SAC CITI requirements per their certificates.

	<ul style="list-style-type: none"> ● CITI Training Completed 	<ul style="list-style-type: none"> ● Doris has contacted those who have not completed their CITI courses. Doris is happy to help with those who need assistance in completing CITI training courses. ● Are there easier training modules for CITI? The IRB members were asked to send examples to Doris to currate and provide links to the IRB for their June meeting. Doris will assign members to review 1-2 videos each and provide members with their input as to whether the video is a good resource for us to add to the IRB web page. <ul style="list-style-type: none"> ○ Nicolas might have something to share with the team. KHAN Academic ○ John said NIH might have an easier one ○ Barbara – OHHS videos
	<ul style="list-style-type: none"> ● Transition 	<p>Job Discussion: There are many transitioning in and out of positions that relate to the IRB. The new Director of Research will be the next co-chair of the IRB. The new Associate Vice President of Instruction will be the next Federalwide Assurance signatory. Kelly Fowler, as the Director's immediate supervisor will be updated on all IRB operations at each meeting with the Director.</p> <ul style="list-style-type: none"> ● Barbara McNeice-Stallard Co-Chair IRB to TBD (after August) ● Joumana McGowan, Associate Vice President of Instruction to TBD (after May) (Federalwide Assurance signatory) ● Irene Malmgren to Kelly Fowler (Barbara's direct supervisor)
	<ul style="list-style-type: none"> ● Faculty Membership (John) 	<p>Notes only: The IRB members signed off and the faculty remained behind to discuss their terms of office. Due to the alternatives and others coming and going from the membership, it has come to our attention that all main faculty members have their term up now. Academic Senate would like feedback from the faculty as to how to stagger the terms going forward. John led the conversation. All faculty present agreed to let the AS stagger faculty appointments as they see fit. It was agreed that the role of the alternates should be both to step in quickly to fill vacancies and to vote at meetings in the absence of regular IRB members. Perhaps the AP should be amended to make this explicit? It was agreed that a major recruitment of new faculty members as alternates will be a high priority for the start of the coming academic year.</p> <p>Ideas for staggering terms</p> <ul style="list-style-type: none"> ● Process for filling positions ● Alternates redefining role ● Increase number of faculty

	<p>Future Meetings – June 2021. First Friday of Each Month (If Needed).</p> <p>Next Meeting Topics:</p> <ul style="list-style-type: none"> ● AP 3260 Update – OnBase and Faculty Guidelines – (Doris, John) – Review in June ● Flex Day Proposal? ● Review Fall update the membership online HHS Database. ● Review Fall Renew membership below if expired.
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	*Update Membership on IRB and FWA Website per DHHS Directives
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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 (Our Work)
Membership last updated May 29, 2022