

IRB Committee Meeting
April 5, 2024
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: 2023-2026)		John Norvell (Behavioral Science) Co-Chair (Term: 2021-2024)	✓	Adrienne Price (Grants Office) (Term: 2023-2026)		Nicholas Athey (Assistant Professor of Sociology) University of La Verne (Term: 2023-2026)
	CSEA Appointments	✓	Carmen Rexach (Biomedical Science) (Term: 2022-2025)		(Vacant) Danielle Dervishian Biology (Term: 2020-2023) (Alternate)		Aida Cuenza-Uvas (AANAPISI) (Term: 2021-2024)		
✓	Michelle Newhart (Non-Scientist) (Term: 2022-2025)	✓	Misty Kolchakian (Behavioral Science) (Term: 2021-2024)	✓	Tom Mitchell (ACCESS and DHH) (Term: 2023-2026)				

* Alternates (verify).

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

Regrets: John Norvell, Nick Athey, Aida Cuenza-Uvas

Notes: Doris Torres

Item	Topic	Outcome/Action Item
1.	• Welcome	• Patty welcomed committee members.

Item	Topic	Outcome/Action Item
	<ul style="list-style-type: none"> • Agenda 	<ul style="list-style-type: none"> • No changes to the agenda.
2.	<ul style="list-style-type: none"> • Approve March 1, 2024, Meeting Minutes 	<ul style="list-style-type: none"> • March 1st, 2024, meeting minutes have been approved.
3.	<ul style="list-style-type: none"> • Membership Update (All) 	<ul style="list-style-type: none"> • Patty announced to the committee members that John Norvell has been approved to start his sabbatical and may decide to step down as the IRB Co-Chair. • Doris has contacted the Academic Senate to find a replacement Co-Chair for the Institutional Review Board (IRB), and the committee is currently awaiting approval. <ul style="list-style-type: none"> ○ One of the members of the Institutional Review Board (IRB) mentioned that the IRB typically selects its own Co-Chair members. ○ Doris informed Carmen and Tom that the Academic Senate have approved their reappointments for the next three years. ○ Misty is still awaiting her reappointment from Academic Senate. • Faculty Co-Chair replacement will be discussed during the May 2024 committee meeting.
4.	<ul style="list-style-type: none"> • Faculty – CITI Training (Patty) 	<ul style="list-style-type: none"> • Patty mentioned that she, John, and Misty met with Gina Sullivan, a CITI Program representative, to discuss the language on the AP3260 to determine if faculty would need to complete CITI training for classes involving research. • The CITI Program contact information still lists Barbara McNeice-Stallard as the point person. Doris will reach out to CITI Program to update the contact's name to Patty Quinones. • Patty shared her screen with IRB members and discussed learner groups and how they could access CITI training Research Foundation modules. She covered the following points: <ul style="list-style-type: none"> ○ Basic and Refresher courses ○ Customizable modules ○ Access based on individual roles. ○ Faculty options ○ Student checklist ○ Customizing a spreadsheet from CITI ○ Training duration of 15-20 minutes per module ○ Misty identified 6 important modules.

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		<ul style="list-style-type: none"> ○ While faculty CITI training is recommended, it is not required.
5.	<ul style="list-style-type: none"> ● Other – Updating AP 3260 	<ul style="list-style-type: none"> ● The IRB committee has agreed to proceed with updating the AP 3260. ● Once the AP 3260 is updated, an email will be sent to committee members for approval, and it will be added to OnBase.

	<p>Future Meetings – First Friday of Each Month – March 1, April 5, May 3, and (If needed) June 7, 2024.</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 17, 2025