

**IRB Committee Meeting  
May 9, 2025  
Zoom Meeting (9:00a.m. ~ 10:00a.m.)**

	<b>RIE Director</b>		<b>Academic Senate Appointments</b>		<b>Academic Senate Appointments</b>		<b>Managers – Appointed by VPs</b>		<b>Unaffiliated Member</b>
✓	Patricia Quinones <b>(Chair)</b> (Term: Ongoing)		Misty Kolchakian (Behavioral Science) <b>Co-Chair</b> (Term: 2024-2027)		Vacant (Behavioral Science) (Term: 2021-2024)	✓	Adrienne Price (Grants Office) (Term: 2023-2026)		Nicholas Athey (Assistant Professor of Sociology) University of La Verne (Term: 2023-2026)
	<b>CSEA Appointments</b>		Carmen Rexach (Biomedical Science) (Term: 2022-2025)		(Vacant) Biology (Term: 2020-2023) (Alternate)	✓	Aida Cuenza-Uvas (AANAPISI) (Term: 2024-2027)		
✓	Michelle Newhart (Non-Scientist) (Term: 2025-2028)	✓	Catherine McKee (Biomedical Science) (Term: 2023-2026)	✓	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: Carmen Rexach, Nicholas Athey, Misty Kolchakian

Notes: Doris Torres

Item	Topic	Outcome/Action Item
1.	<ul style="list-style-type: none"> <li>• <b>Welcome</b></li> </ul>	<ul style="list-style-type: none"> <li>• Patty Welcomed committee members</li> </ul>
2.	<ul style="list-style-type: none"> <li>• <b>Agenda Review</b></li> </ul>	<ul style="list-style-type: none"> <li>• No Changes to the Agenda</li> </ul>
3.	<ul style="list-style-type: none"> <li>• <b>December 13, 2024, Meeting Minutes</b></li> </ul>	<ul style="list-style-type: none"> <li>• December 13, 2024, meeting minutes have been approved.</li> </ul>
4.	<ul style="list-style-type: none"> <li>• <b>AP Update</b></li> </ul>	<ul style="list-style-type: none"> <li>• Patty shared that Dr. Garcia, the Mt. SAC President, had questions and was surprised to learn that the IRB already has an Administrative Procedure (AP). <ul style="list-style-type: none"> <li>○ Patty will research which colleges have an IRB AP or Board Policy (BP), spreadsheet was shared with committee members and decided to keep the Mt. SAC IRB AP</li> <li>○ Much work has already been done on Mt. SAC's IRB AP and clarified that while federal guidelines are clear, there are still questions about how classroom-based research is being managed.</li> </ul> </li> </ul> <p>Committee Feedback:</p> <ul style="list-style-type: none"> <li>○ Patty shared classroom examples where students needed support and suggested creating a one-page guide of research dos and don'ts.</li> <li>○ Members mentioned that while the AP helps address unclear situations, faculty also need proper training on research and how education is important for faculty.</li> <li>○ Committee members agreed and supported the need for both AP and faculty education.</li> <li>○ One committee member stated that she doesn't have much experience with IRB APs and how the IRB AP would help protect students and clarify federal guidelines.</li> </ul> <p>Next Steps:</p> <ul style="list-style-type: none"> <li>○ Patty will continue researching other districts to confirm APs.</li> <li>○ She will draft a one-page guide for classroom research best practices.</li> <li>○ Patty will update Dr. Garcia with the group's feedback.</li> </ul>
5.	<ul style="list-style-type: none"> <li>• <b>Mt. SAC Taskforce is ending. Discuss the potential return to holding IRB meetings on the first Friday of each month.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Patty shared that the Mt. SAC Taskforce no longer meets on the first Friday of the month and asked committee members whether they would like to meet on the first Friday or continue with the second Friday during the Fall and Spring sessions. <ul style="list-style-type: none"> <li>○ The committee agreed to continue meeting on the second Friday of each month during the Fall and Spring sessions, from 9:00 a.m. to 10:30 a.m.</li> </ul> </li> </ul>

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6.	<ul style="list-style-type: none"> <li>• <b>Updates to IRB Website</b></li> </ul>	<ul style="list-style-type: none"> <li>• Patty mentioned that IRB applications were being submitted or hand-delivered to the Research Office in December, a time when Misty Kolchakian was off contract. <ul style="list-style-type: none"> <li>○ She reviewed the IRB website with committee members and went over the IRB Policies and Procedures to show where applications should be submitted and updated the application review timelines.</li> </ul> </li> </ul>
7	<ul style="list-style-type: none"> <li>• <b>2024-25 IRB Research Project List</b></li> </ul>	<ul style="list-style-type: none"> <li>• There was no discussion regarding the 2024–25 IRB Research Project.</li> <li>• The project list was emailed to committee members in advance for their review.</li> </ul>

	<p>Future Meetings to be determined.</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 September 4, 2029  
Mt San Antonio College IRB #1  
IORG# 0004996 (College)  
ORG: IRB00005967 (For Our Work)  
Expires May 17, 2025