IRB Committee Meeting
March 3, 2017 Meeting Minutes
Building 4, Room 2460 (1:00 p.m. ~ 3:00 p.m.)

Present:

	RIE Director		Academic Senate Appointments		Academic Senate Appointments		Managers		Unaffiliated Member
	Barbara McNeice-Stallard (Behavioral Science) Co-Chair (Term: Ongoing)		Misty Kolchakian (Behavioral Science) Co-Chair (Term: 2015-2018)	X	Shiloh Blacksher* (Behavioral Science) (Term: 2016-2019)	X	George Bradshaw (Behavioral Science) (Term: 2015-2018)	X	Danielle Pearson (Behavioral Science) (Term: 2015-2018)
	CSEA	X	Catherine McKee (Biomedical Science) (Term: 2014-2017)	X	Dezzie Prewitt* (Behavioral Science) (Term: 2014-2017)	X	Lisa Rodriguez (Title V) (Term: 2017-2020)		Patricia Quiñonez* (Behavioral Science) (Term: 2016-2019)
	Vacancy	X	Rebecca Hatch, (Behavioral Science) (Term: 2015-2018)						Pamela Yeagley* (Behavioral Science) (Term: 2015-2018) **Phone**
X	Rafael Delgado* (Non-scientist) (Term: 2015-2018)	X	Chara Powell (Behavioral Science) (Term: 2016-2019)		**DSPS**				Carolina Lepe (Long Beach City College) (Term: 2016-2018)
	Edwin Romero* (Behavioral Science) (Term: 2014-2017)	X	Carmen Rexach (Biomedical Science) (Term: 2015-2018)	X	Grace Hanson (Behavioral Science) (Term: Ongoing)				

Alternates. Also present: Elizabeth Bogumil and Jade Pearce, Project Coordinators, and Melissa Alvarez-Mejorado RIE Administrative Specialist

Item		Updates/Discussion	Outcome/Action Item
1.	Welcome & Ice Breaker	• We introduced ourselves to everyone since this is the first meeting of the semester. Also, we have three new IRB members, Lisa Rodriguez, Jade Pearce and Melissa Alvarez-Mejorado. • When a new faculty member joins the IRB or replaces another, they need Faculty Senate approval	
2.	Review of Minutes	Minutes from last month reviewed, edited for a few typos, and approved.	• **Elizabeth** will correct.
3.	CITI Training	• All Full-time permanent faculty are eligible to submit the CITI training to salary and leave for professional growth increment	• **All Full-time permanent faculty** should submit to salary and leave for professional growth increment • **Elizabeth** will reach out to Lisa on how to get IRB training
4.	Project Updates	• Quin Li: Accepted pending confirmation of home institution IRB approval • Ana-Lia Marinelli: Declined. Unclear research question and/or hypothesis. This protocol needs further review with faculty mentor at home institution. Please resubmit with a more complete proposal. • Sheryl Anne Samoff: Further revision needed. Please define all technical language related to the theory or tools (specifically transformative world view). Email address	• **Elizabeth** will follow up with all project submissions. • **Jade** will create a check-list cover sheet for the IRB application PDF (based off of Elizabeth's list).

		error. The research question and/or hypothesis is unclear. Further details on the recruitment method is needed – confidentiality issues. Unclear purpose of focus group. Confidentiality issues with email communication and focus group. Why were these colleges selected for sampling? Address methods and procedures at Mt. SAC, not Citrus. Clarification on extent of participation of attendees needed. What information do you expect on gaining from the focus group and interviews. Please add Barbara McNeice-Stallard's IRB contact information to the consent form (see IRB protocol application). Further discussion on data security needed. Why is your study valuable and/or significant and who will you be sharing this information with? (continuity between consent form and IRB protocol application). Have you done a baseline study to see what resources are actually available to this student population at Mt. SAC? • We will create a check list cover page for the IRB application	• **Jade** will look into Omni updates 10 tool kit for the purpose of creating an online IRB protocol submission form.
5.	IRB POD Training for the Campus	• We will table this for further discussion next month so Misty and/or Barbara can help address	• POD Workshop: **Rebecca** will find out deadlines for POD are
6.	2016-2017 Plan for the IRB	• Fall Flex 2017: Deadline is April. The proposal should remain the same but with a flasher title • Division Level Presentations: Present on the IRB and focus on big picture ideas. o Printed one page handout to pass out at Flex Day and at Division Level Presentations o One page front/back: flow chart of IRB (from email), types of IRB review (from email), who needs to submit for research, faculty mentoring responsibility for student research o Due: April 7th • Blurb from the IRB: An email newsletter to highlight resources for researchers, profiles on student and faculty researchers, and highlights of research showcases. o Printed one page handout to pass out at Flex Day o One page front/back o Content: Photo of Rebecca's retirement party, faculty mentors for student researchers; profile SOAR; photo of Rebecca's conference attendees profiles: researcher and student (Psi Beta); Inquiries: are you conducting research on campus, we want to acknowledge/profile you, are you a student and interested in 101 mentoring with a faculty member (for research, conference prep, feedback) or want to participate in a research conference? (remind them that mentoring can count toward supplemental hours) o Due: April 7th • 3rd Annual Mt. SAC Research Competition & 7th Annual Research Showcase o April 18th o Deadline to submit an abstract: March 24th o IRB will have a table at this event.	• **Cara** will find the due date for the Fall Flex Day application • Division Level Presentations • **Carmen** and **Rebecca** will split the presentations and work on document for distribution • **Carmen** will draft outreach email to faculty mentors for student researchers • Blurb from the IRB • **Carmen** will write the faculty mentor to student researcher outreach • **Rebecca** and **Misty** will write a profile on SOAR and include logo • **Elizabeth** will write a researcher profile and **Rebecca** will put her in touch with a student who won the competition last year • **Shiloh** will write a profile on Psi Beta and research • **Jade** will track list of faculty who are available as student research mentors

		- For table: Division Level Flier and Blurb from the IRB newsletter, sign up sheet for interested faculty mentors, sign up sheet for students who want faculty research mentors, camera to record student research presentations and student researcher profiles, video waivers for students - Brown Bag Lunches - Presentations on the IRB and student orientation worksheet (use the Division Level Presentations flyer?) - Offer these to the research 99 groups, classrooms, the Honors Center, the STEM center - IRB logo (for tee shirts and other things) - John Lewellen did the accreditation graphics and everyone seems to like them - Ideas for outreach: IRB buttons, Lisa making a video about the IRB for Facebook (she can coordinate cameras and will speak but needs a script), organization of a research club	**Jade and Elizabeth** will format the newsletter **Chara** will work on brown bag lunch sheet for students - Research Competition **Carmen** will cover the book until 1 pm. **Cara** will cover the booth after 11:30. - We all should attend since we'll be on campus for this IRB meeting **Lisa** and **Rebecca** will help coordinate the camera for the table at the Research competition and student waivers **Cara** (after oking with **Barbara**) will reach out to Sue in marketing to create the IRB logo **Rebecca** and **Shiloh** will coordinate a possible Research Club
	Issues Bin	7th Annual Research Showcase & 3rd Annual Research Competition: April 2017. IRB booth - Tee shirts for the IRB committee - POD Workshop - Research 99 curriculum - Mentoring for faculty researchers - Discuss Fall meeting schedule	**Carmen** and **Shiloh** will begin working with Research 99 curriculum. Curriculum deadline: End of May **Cara** is looking into tee shirts **Carmen** will work on creating mentoring for Faculty Researchers Colloquium.

Next Meeting: April 7nd from 1:00 – 3:00.