

**IRB Committee Meeting
October 5, 2018 Meeting Minutes
Building 4, Room 2460 (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)		Chara Powell (Behavioral Science) (Term: 2016-2019)	X	Shiloh Blacksher* (Behavioral Science) (Term: 2016-2019) Phone	X	George Bradshaw (Behavioral Science) (Term: 2015-2018)		Danielle Pearson Graham (Behavioral Science) (Term: 2015-2021) (Phone)
	CSEA Appointments	X	Catherine McKee (Biomedical Science) (Term: 2018-2021) Phone	X	Elizabetha Meyer* (Biomedical Science) (Term 2017-2020)		Sue Long (Behavioral Science) (Term: 2017-2020)		Patricia Quiñonez* (Behavioral Science) (Term: 2016-2019)
X	Vincent Herrera (Non Scientist) (Term 2017-2020)		Carmen Rexach (Biomedical Science) (Term: 2018-2021)	X	Sierra (Vane) Powell* (Behavioral Science) (Term: 2017-2020)		Grace Hanson (ACCESS) (Behavioral Science) (Term: Ongoing)		Pamela Yeagley* (Behavioral Science) (Term: 2015-2018) Phone
		X	Misty Kolchakian (Behavioral Science) (Term: 2018-2021) Phone	X	John Norvell* (Biomedical Science) (Term: 2018-2021)				

* Alternates (verify).

Also present: Doris Torres, Administrative Specialist III

Item	Topic	Outcome/Action Item
1.	<ul style="list-style-type: none"> • Introductions 	<ul style="list-style-type: none"> • Welcome: The IRB welcomed its new faculty member, John Norvell. Each member gave one minute overview of their research background.

	<ul style="list-style-type: none"> Membership Terms 	<ul style="list-style-type: none"> Membership: George is here for another 3 years (2018-2021) Grace Hanson will no longer be able to serve on IRB Committee. Replacement from ACCESS is needed as her position is based on this expertise.
2.	<ul style="list-style-type: none"> Minutes 	<ul style="list-style-type: none"> September 7th minutes were approved. April Minutes will be reviewed on November 2nd meeting.
3.	<ul style="list-style-type: none"> Communications to Campus Community 	<ul style="list-style-type: none"> Barbara will create it and send it off once the IRB webpage is up and running.
4.	<ul style="list-style-type: none"> Department Presentations 	<ul style="list-style-type: none"> No Activity. Catherine will give one to Business.
5.	<ul style="list-style-type: none"> Study (#2018-408) 	<ul style="list-style-type: none"> Study was approved with one minor addition to the Consent form to advise students that comments during the focus groups are not to be repeated.
6.	<ul style="list-style-type: none"> CITI Standing 	<ul style="list-style-type: none"> IRB members were thanked for their efforts to update their CITI Training. Doris/Barbara will look at Misty's status as she is getting stuck on my module – not being able to complete it. Shiloh reminded faculty that the CITI Training can be used for Professional Growth Increments of 32 hours.
7.	<ul style="list-style-type: none"> IRB Guidelines 	<ul style="list-style-type: none"> All re-reviewed the Mt. SAC IRB Research Activities Conducted as Part of a Course Requirements document. This is helpful when speaking with faculty who have questions about conducting research as part of their course work.
<p>Next meeting is November 2nd. From 1-3pm in Building 4- Room 2460</p> <p>Suggested Agenda items include:</p> <ol style="list-style-type: none"> 1. April 2018 and October 5, 2018 Minutes 2. Bring back Jade's excel spreadsheet to track projects names, numbers and status 3. CITI: Re-review status of IRB Members 4. IRB AP update 		