

IRB Committee Meeting
November 6, 2020
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) (Term: 2020-2023)	X	George Bradshaw (Behavioral Science) (Term: 2018-2021)		Danielle Pearson Graham* (Instructor, Psychology) (Term: 2015-2021)
	CSEA Appointments	X	Carmen Rexach (Biomedical Science) (Term: 2018-2021)	X	John Norvell (Behavioral Science) (Term: 2018-2021)	X	Adrienne Price (Grants Office) (Term: 2020-2023)		
	Beverly Heasley (Non-Scientist) Term: 2018-2021	X	Misty Kolchakian (Behavioral Science) (Term: 2018-2021)	X	Danielle Dervishian (Biology) (Term 2020-2023) (Alternate)				
X	Michelle Newhart (Non-Scientist) (Term: 2019-2020)								

* Alternates (verify).

Regrets: Beverly Heasley, Danielle Pearson Graham

Tentative:

Notes: Doris Torres, Administrative Specialist III

Item	Topic	Outcome/Action Item
1.	<ul style="list-style-type: none"> • Chair 	<ul style="list-style-type: none"> • Barbara McNeice-Stallard is asking for someone from the Committee to assist as Co-Chair. Catherine McKee offered to assist Barbara as needed. • Barbara announced she will be retiring in June 2021
	<ul style="list-style-type: none"> • Welcome 	<ul style="list-style-type: none"> • Michelle Newhart, CSEA, (2019-2020), Danielle Dervishian, Academic Senate, (2020-2023) (Alternate), Sierra Vane Powell (2020-2023) • For new members - Around the room introductions from Committee members.
2.	<ul style="list-style-type: none"> • Minutes – New Protocol 	<ul style="list-style-type: none"> • November 1, 2019 Notes Update: <ul style="list-style-type: none"> ○ Removed Catherine McKee and John Norvell names from <i>Regrets</i> row, both Catherine McKee and John Norvell attended the November 1, 2019 meeting. ○ November 1, 2019, notes were approved by the IRB Committee members. ○ Dr. George Bradshaw term was updated from 2015-2018 to <i>2018-2021</i> ○ Danielle Dervishian - (<i>Alternate</i>) was added. ○ New Protocol – Once Minutes have been reviewed and updated by the Committee, November 6, 2020 Minutes will be approved.
3.	<ul style="list-style-type: none"> • IRB Research Projects and PAC Update (Handout) 	<ul style="list-style-type: none"> • IRB Research Projects: Doris shared IRB Research project update list. Barbara spoke about the list of projects evaluated as a team and those who were not evaluated by IRB Committee. Common rule effective 2019-2020, allows another institution the opportunity to take full responsibility to their own project. Barbara gave an overview on current IRB projects. <ul style="list-style-type: none"> ○ Most projects are assigned an IRB number and reviewed by the Committee. ○ Encouraging those at Mt. SAC who have projects to present their projects on Campus. ○ John Norvell, Independent Study was added to project list. He gave a brief explanation to the Committee, he would also like to discuss study guidelines with Barbara. Zoom meeting will be scheduled for further discussion. ○ Barbara will continue to approve IRB projects. If she is unsure on specific projects, there will be further review from IRB Committee members. <p>Due to COVID-19 precautions, no meetings were held in April, May, June, and September 2020.</p> <ul style="list-style-type: none"> • PAC – President’s Advisory Council: Barbara would like to give update to President’s Advisory Council on important IRB work: Team provided suggestions: <ul style="list-style-type: none"> ○ Provide list of Research Projects IRB received. ○ IRB expand their role by reaching out to high schools or other colleges. ○ Possibly IRB helping with some other College goals.

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		<ul style="list-style-type: none"> ○ Discuss Trainings on Federal Law and Practices. ○ Talking about opportunity to oversee growth of faculty and opportunity for students to conduct their first research project at Mt. SAC. <p>Barbara, Catherine, and Doris will work together on completing PAC update.</p>
4.	<ul style="list-style-type: none"> • CITI Program Training (Handouts) 	<ul style="list-style-type: none"> • Doris shared CITI Program Training excel spreadsheet: Explained: <ul style="list-style-type: none"> ○ As part of the IRB Training, IRB team members are required to complete Basic/Refresher and RCR courses. If any of these courses have not been completed or has expired, team was provided CITI Training Click Here to review their course status. ○ Members are required to have CITI training done by the next IRB meeting in March 2021.
5.	<ul style="list-style-type: none"> • AP 3260 (Handout) 	<ul style="list-style-type: none"> • Barbara explained in detail AP 3260: <ul style="list-style-type: none"> ○ Last update to this document was November 2019. ○ Revised by Common Rule ○ Barbara would like to work together with another team member to review edits and improve AP 3260. ○ IRB team members will need to review AP 3260 before making any changes to the form. ○ Barbara hopes to have edits completed by next IRB meeting in December. ○ Once the IRB Committee reviews edits and updates are approved. Doris will work on updating all the information for final approval from PAC.
7.	<ul style="list-style-type: none"> • Interview Study Invitation 	<ul style="list-style-type: none"> • Campus Experiences with Switch to Online Instruction during COVID-19. M. Chen, 10/20/20 email – Above IRB Research project discussion.
8.	<ul style="list-style-type: none"> • IRB Process 	<ul style="list-style-type: none"> • DSPS (for us, ACCESS) students – Audrey Yamagata-Noji – 10/27/20 email – Above IRB Research project discussion.
9.	<ul style="list-style-type: none"> • IRB Process 	<ul style="list-style-type: none"> • AANAPISIs, conceptualize a commitment to serving Pacific Islander students. Aida Cuenza-Uvas 10/2/20 email – Above IRB Research project discussion.

Next meeting is December 4, 2020

Agenda:

- Virtual Potluck for our December 4th IRB meeting.