

**IRB Committee Meeting
September 1, 2023
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) Re-appointment pending (Term: 2021-2023)	✓	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) Re-appointment pending (Term: 2021-2022)		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)		(Vacant) (Term: 2021-2023)		Ryan Mahler (ACCESS) (Term: 2021-2024)		

* Alternates (verify).

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

Regrets:Catherine McKee, Carmen Rexach

Notes: Doris Torres

Item	Topic	Outcome/Action Item
1.	<ul style="list-style-type: none"> • Welcome 	<ul style="list-style-type: none"> • Patty Quinones welcomed the 2023-24 Fall semester, IRB committee members. • No changes to the agenda
2.	<ul style="list-style-type: none"> • Approve March 3, 2023, Minutes 	<ul style="list-style-type: none"> • March 3, 2023, meeting minutes were approved.
3.	<ul style="list-style-type: none"> • AP 3260 Update 	<ul style="list-style-type: none"> • Committee members reviewed and discussed the AP 3260 draft. <ul style="list-style-type: none"> ○ Patty Quinones explained that she and John Norvell met with Barbara McNeice-Stallard via Zoom to discuss the additional unclear language to the AP 3260 draft. There was no definitive answer for the language. ○ Patty Quinones and John Norvell decided they would update the original AP 3260 version located on the Mt. SAC website to simplify the minor changes and add the additional information to the Classroom Research Section. ○ The committee reviewed and approved the changes on the draft. For reference: the strikethrough is for deletions, and bold and underlined are for additions. <p><u>Committee members suggestion:</u></p> <ul style="list-style-type: none"> ○ Mt. SAC's president, Dr. Garcia and Academic Senate president, Roger Willis may want to review the AP 3260 draft for any other changes, before it is uploaded to OnBase. <p>Committee members will receive an email copy of the AP 3260 draft for further review and will notify Patty or John for additional changes.</p>
4.	<ul style="list-style-type: none"> • Project List Update 	<ul style="list-style-type: none"> • Committee members viewed the "Project List".
5.	<ul style="list-style-type: none"> • Rubio and Tran Project 	<ul style="list-style-type: none"> • John Norvell explained #0024-711, Rubio and Tran project status: <ul style="list-style-type: none"> ○ There are two undergraduate students from Mt. SAC who would like to gather data from faculty. Faculty will approve this project, conduct experiments in their classroom, and faculty will award extra credit to the students. Students are also interested in attending an undergraduate research conference to present their research. <p><u>About the study:</u></p> <ul style="list-style-type: none"> ○ The study would be anonymous. ○ No consent forms will be needed.

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		<ul style="list-style-type: none"> ○ No names will be provided. ○ No section numbers will be provided. ○ As a committee we can inform students, what information is needed. ○ Faculty plans on approving. ● After committee members reviewed and discussed the project in detail, they had some concerns and questions about approving it. <ul style="list-style-type: none"> ○ Should this project be full IRB approved? ○ Is this a secondary study? ○ What are the questions being asked on the study? ○ For faculty members who can assist with the IRB projects. Should faculty members be required to complete research advisory training in the CITI Program before approving? <p><u>Next Steps:</u></p> <ul style="list-style-type: none"> ● John Norvell plans on working with the two students and the faculty members involved. Faculty members will be co-investigators, students will need to add more detailed information about the process of handling the data, getting consent, and finding out what the interview questions will be. ● Once students have updated the project. An email will be sent to committee members for approval. <p>John Norvell and Misty Kolchakian will contact Professor Emily Woolery on whether the institution requires professors to complete the research CITI training before approving projects. This topic will be discussed at the next IRB meeting in October.</p>
6.	<ul style="list-style-type: none"> ● Membership Update 	<ul style="list-style-type: none"> ● Patty Quinones mentioned Catherine McKee and Adrienne Price were re-appointed as IRB members and there are two IRB vacant positions that need to be filled. ● Patty Quinones spoke with Roger Willis, Academic Senate president, about faculty appointments. All appointments will be approved at the next senate meeting. ● Patty Quinones said additional alternate members are needed.
7.	<ul style="list-style-type: none"> ● Other – IRB Presentation 	<ul style="list-style-type: none"> ● Misty Kolchakian gave a presentation to her division on the importance of submitting projects to the Institutional Review Board (IRB).

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	<p>Future Meetings – First Friday of Each Month – September 1, October 6, November 3, and (If Needed) December 1, 2023.</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