

**IRB Committee Meeting**  
**March 1, 2024**  
**Zoom Meeting (1:00 p.m. ~ 3:00 p.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)	✓	Catherine McKee (Biomedical Science) (Term: 2023-2026)	✓	John Norvell (Behavioral Science) <b>Co-Chair</b> (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: 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)	✓	Tom Mitchell (ACCESS and DHH) (Term: 2021-2023)				

\* Alternates (verify).

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

**Regrets: Adrienne Price, Danielle Dervishian**

Notes: Doris Torres

<b>Item</b>	<b>Topic</b>	<b>Outcome/Action Item</b>
1.	• <b>Welcome</b>	Welcome committee members to the 2024 Spring session.

Item	Topic	Outcome/Action Item
2.	<ul style="list-style-type: none"> <li>• <b>Approve</b></li> <li>• <b>November 3, 2024, Meeting Minutes</b></li> </ul>	November 3, 2024, meeting minutes have been approved.
3.	<ul style="list-style-type: none"> <li>• <b>Check-In</b></li> </ul>	Nothing to report.
4.	<ul style="list-style-type: none"> <li>• <b>Faculty – CITI Training (Patty)</b></li> <li>•</li> </ul>	<p>The committee continued the discussion on CITI Training for Faculty. The committee discussed the following items:</p> <ul style="list-style-type: none"> <li>• There is a need to identify what classes have a research component/assignment. Using the course ID may not provide a comprehensive list. It is not obvious as to which classes have required student research.</li> <li>• One possible way to identify courses that have a research component/assignment/requirement is to explore WebCMS.</li> <li>• There would need to be system in place for tracking which faculty have completed training and which faculty are due for a refresher course training. CITI training does have refresher courses imbedded.</li> </ul> <p>Other discussion points regarding CITI training included:</p> <ul style="list-style-type: none"> <li>• The required training would provide a legal platform in the case something goes wrong with student research.</li> <li>• CITI training probably would not be too time consuming.</li> <li>• Patty and John should possibly schedule a meeting with the Dr. Garcia, President about this AP and get a sense of what she would want to do.</li> <li>• IRB only deals with research that happens outside of the classroom, so classroom research is out of the IRB purview. Requiring faculty training would put us in a gray area.</li> <li>• Perhaps we can start off by offering PGI increments to get a sense of what the buy-in would be and how open faculty would be to completing CITI training.</li> </ul> <p>Would it be possible to develop a checklist or research best practices sheet to provide faculty in the meantime. Patty can start a document and bring back to IRB for feedback.</p> <p>John, Misty, and Patty have a meeting with a representative from CITI training. They will report out at the next IRB meeting.</p> <p>The committee decided not to take a formal vote on requiring faculty training until there is more information about CITI training and available modules.</p>

Item	Topic	Outcome/Action Item
		<p><b>Next Steps:</b></p> <ol style="list-style-type: none"> <li>1. Meeting with CITI personnel</li> <li>2. Take the faculty CITI training topic to Cabinet.</li> <li>3. Meet with Academic Senate Exec – ask about PGI and their perspective regarding CITI training for faculty.</li> </ol>
	<ul style="list-style-type: none"> <li>• <b>Other</b></li> </ul>	

	<p>Future Meetings – First Friday of Each Month – March 1, April 5, May 3, and (If needed) June 7, 2024.</p> <p>Next Meeting Topics:</p> <p style="text-align: right;">*Update Membership on IRB and FWA Website per DHHS Directives</p>
--	--

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