

**IRB Committee Meeting
December 2, 2016 Meeting Minutes
Building 4, Room 2460 (10:00 a.m. ~ 12:00 p.m.)**

Present:

	RIE Director		Academic Senate Appointments		Academic Senate Appointments		Managers		Unaffiliated Member
X	Barbara McNeice-Stallard (Behavioral Science) Co-Chair (Term: Ongoing)	X	Misty Kolchakian (Behavioral Science) Co-Chair (Term: 2015-2018)	X	Shiloh Blacksher* (Behavioral Science) (Term: 2016-2019)		George Bradshaw (Behavioral Science) (Term: 2015-2018)		Danielle Pearson (Behavioral Science) (Term: 2015-2018)
	CSEA		Catherine McKee (Biomedical Science) (Term: 2014-2017)		Dezzie Prewitt* (Behavioral Science) (Term: 2014-2017)	X	Jeanne-Marie Velickovic (Behavioral Science) (Term: 2016-2019)	X	Patricia Quiñonez* (Behavioral Science) (Term: 2016-2019)
	Vacancy	X	Rebecca Hatch, (Behavioral Science) (Term: 2015-2018)						Pamela Yeagley* (Behavioral Science) (Term: 2015-2018) Phone
	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)		Grace Hanson (Behavioral Science) (Term: Ongoing)				

* *Alternates.* Also present: Elizabeth Bogumil, Project Coordinator

Item	Topic	Updates/Discussion	Outcome/Action Item
1.	Welcome & Ice Breaker	Today was our holiday pot-luck Misty thanked everyone for attending, presented Rebecca with a cake and we congratulated her on her retirement. December's will be Rebecca's last meeting.	Elizabeth to follow up with Rebecca and find out if we need to find a new IRB member for her place.
2.	Review of Minutes	Minutes reviewed, edited for a typo, and approved.	Joshua will correct.
3.	Project Updates	<ul style="list-style-type: none"> Quin Li: Accepted once we receive Rafael's feedback and Quin makes edits. Carmen moved to approve. Barbara seconded. Edits: explicitly state survey is online, and she won't get 250 experts at Mt. SAC – where else is she doing the study? Jane Nazzal: Further revision needed. Issues of coercion due to amount of compensation. Edits: clarify how many hours it will take professors to do the formative assessment outside of class, where did the amount of \$250 come from, and have Jane email faculty directly rather than the dean doing the selection. Lisa Morales: Further revision needed. Issues of coercion due to using her own classroom. Suggest possibly doing an online survey or using another professor's classroom. Kim Nguyen: Sabbatical project may not need explicit IRB approval. Further revision needed. Project lacks a control group and a pre-test. 	<ul style="list-style-type: none"> Elizabeth will follow up with all project submissions.

		<ul style="list-style-type: none"> • Psi Beta: Did not apply for a project. For the Motivation and Grit study, they will need IRB approval to be included in the national database. • New protocol: Elizabeth will vet all protocols first and make sure they include the appropriate components before sending them out for review. Also, all projects need to be submitted 2 weeks before the review date. 	
4.	2016-2017 Plan for the IRB	<ul style="list-style-type: none"> • Spring Flex 2017: Misty submitted project proposal and will hear back in mid-December. • Mentoring for Faculty Researchers: <ul style="list-style-type: none"> ○ Identify faculty and lecturers doing research on campus and reach out to them with the POD workshops. ○ Compile an email list of faculty and lecturers doing research and would be available to mentor students (mentoring 101). Students can use this list to reach out to these faculty or lecturers if they are interested in research. ○ Can we propose a Research 99 or STEM 99 program? Speak with Michelle Sampat about faculty helping with the Honors Program ○ Citi/IRB faculty orientation of those organizing Research 99 and SOAR. Misty is the main contact for SOAR ○ Colloquium: Have professors apply for reassigned course leave to coordinate • Division Level Presentations: Present on the IRB and focus on big picture ideas. • Blurb from the IRB: An email newsletter to highlight resources for researchers, profiles on student and faculty researchers, and highlights of research showcases. <ul style="list-style-type: none"> ○ Printed one page handout to pass out at Flex Day? ○ One page front/back ○ 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? Are you a faculty member and want to participate in SOAR? (remind them that mentoring can count toward supplemental hours) 	<ul style="list-style-type: none"> • Faculty mentors for student researchers: Carmen will draft an email for outreach • Mentoring for Faculty Researchers: <ul style="list-style-type: none"> ○ Rebecca offered to share CUR materials. ○ Carmen and Shiloh will begin working with Research 99 curriculum. Curriculum deadline: End of May ○ Colloquium: Carmen will work on creating this. • Blurb from the IRB <ul style="list-style-type: none"> ○ Carmen will write the faculty mentor to student researcher outreach ○ Rebecca and Misty will write a profile on SOAR and include logo ○ Rebecca will submit a photo of her conference attendees ○ Elizabeth will write a researcher profile ○ Shiloh will write a profile on Psi Beta and research
5.	Leadership Sign-Up Sheet	<ul style="list-style-type: none"> • The online Leadership Sign-Up sheet was introduced as a way for IRB members to take lead on particular projects so the responsibility is equally shared 	<ul style="list-style-type: none"> • Please make sure you sign up to participate • Link: https://docs.google.com/spreadsheets/d/1XHqNH8uHZEp7FqI69AdFgIP2rjIHvzlu-

			0OkquL7LVY/edit?usp=sharing
6.	Rescheduling Spring Meetings	<ul style="list-style-type: none"> • Spring IRB meetings will still be held the first Friday of each month but will be rescheduled from 1-3 PM 	
	Issues Bin	<ul style="list-style-type: none"> • 7th Annual Research Showcase & 3rd Annual Research Competition: April 2017. IRB booth • Tee shirts for the IRB committee • POD Workshop • Fall Flex 2017: TBD 	<ul style="list-style-type: none"> • POD Workshop: Rebecca will find out deadlines for POD are

Next Meeting: March 3rd from 1:00 – 3:00.