

**IRB Committee Meeting
December 1, 2017 Notes Only
Building 4, Room 2460 (1:00 p.m. ~ 3:00 p.m.)**

Present:

	RIE Director		Academic Senate Appointments	Academic Senate Appointments		Managers		Unaffiliated Member
X	Barbara McNeice-Stallard (Behavioral Science) Co-Chair (Term: Ongoing)		Misty Kolchakian (Behavioral Science) Co-Chair (Term: 2015-2018) (Currently on Sabbatical)	Shiloh Blacksher* (Behavioral Science) (Term: 2016-2019)		George Bradshaw (Behavioral Science) (Term: 2015-2018)	X	Danielle Pearson (Behavioral Science) (Term: 2015-2018) (Phone)
	CSEA	X	Catherine McKee (Biomedical Science) (Term: 2015-2018)	Beta Meyer (Bio Medical Science) Term 2017-2020		Sue Long (Behavioral Science) 2017-20120		Patricia Quiñonez* (Behavioral Science) (Term: 2016-2019)
	Vincent Herrera (Non Scientist) (Term 2017-2020)			Sierra Powell* (Behavioral Science) (Term: 2017-2020) (Currently on Maternity Leave)				Pamela Yeagley* (Behavioral Science) (Term: 2015-2018) Phone
	Rafael Delgado* (Non-scientist) (Term: 2015-2018)		Chara Powell (Behavioral Science) (Term: 2016-2019) (Currently on Leave)	DSPS			X	Doris Torres (Substitute Research and Institutional)
			Carmen Rexach (Biomedical Science) (Term: 2015-2018)	Grace Hanson (Behavioral Science) (Term: Ongoing)				

* *Alternates.* Also present: Jade Pearce, Doris Torres Project Coordinators

Item	Topic	Updates/Discussion	Outcome/Action Item
1.	Welcome	<ul style="list-style-type: none"> Called the meeting to order. Committee did not meet Quorum 	<p>Doris – will update Danielle Pearson to Danielle Graham</p> <p>Doris – will remove Misty Kolchakian</p>

2.	Review of Minutes	<ul style="list-style-type: none"> There was not discussion on minutes. Notes Only - Barbara (Co-Chair) 	
3.	IRB Members	<ul style="list-style-type: none"> IRB Attendance – Barbara (Co-Chair), Catherine McKee, Danielle Pearson (Phone) 	
4.	Citi Program Training, and Reminders	<ul style="list-style-type: none"> Reminder IRB members need to update their CITI Training, on the following website. Citiprogram.org 	
5.	IRB Projects	<p>Discussed IRB projects:</p> <p>Project 2017-310 – Concerns</p> <ul style="list-style-type: none"> Will there be a Transcription Service used for interviews, or will the Transcription be done by self? Will there be Confidentiality for participants? Fake names should be used to protect students There is not enough information for Proposal to be approved at this time. <p>Project 2017-309 – Concerns</p> <ul style="list-style-type: none"> Snowball sampling should be within Mt. SAC location only Referral to Student Services – Consent form is needed #6 Physical location Mt SAC? If not Virtual If Virtual how will there be consent? Will 2017-309 be on campus? Please clarify #7 Consent form is not adhering to requirements Notes state will meet in person, also will not meet in person. Which is correct? Who will be the Transcription Service used for interviews? There is not enough information for Proposal to be approved at this time. The Risk – How to deal with students who need immediate attention? 	<p>Barbara (Co-Chair) will address all concerns with 2017-310 before approval by next IRB meeting in March 2018</p> <p>Barbara – will contact 2017-310 via Phone conversation to discuss Proposal as needed.</p> <p>Barbara (Co-Chair) will address all concerns with 2017-309 before approval by next IRB meeting in March 2018</p> <p>Barbara – will contact 2017-309 via Phone conversation to discuss Proposal as needed.</p> <p>Barbara - will contact Student Health Director to collect more information</p>

			<p>Barbara – Consent form will be reviewed.</p> <p>Barbara – will remind 2017-309 needs to start in March if required to be completed by May 2018.</p> <p>Barbara – Timeline inscription needs further discussion with 2017-309.</p>
6.	Guidelines	<ul style="list-style-type: none"> • Tabled until next meeting 	
7.	Communications	<ul style="list-style-type: none"> • Tabled until next meeting 	

Next Meeting: March 2, 2018 from 1:00 – 3:00.