

**IRB Committee Meeting**  
**March 5, 2021**  
**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>
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: 2018-2021)
	<b>CSEA Appointments</b>	X	Carmen Rexach (Biomedical Science) (Term: 2018-2021)	X	John Norvell (Behavioral Science) Co-Chair (Term: 2018-2021)	X	Adrienne Price (Grants Office) (Term: 2020-2023)	X	Susan Phillips (Social Scientist) Pitzer College (Term: 2020-2023) (began in March 2021)
	Beverly Heasley (Non-Scientist) Term: 2018-2021 <b>(Regrets)</b>	X	Misty Kolchakian (Behavioral Science) (Term: 2018-2021)	X	Danielle Dervishian (Biology) (Term 2020-2023) (Alternate)			X	Nicholas Athey (Assistant Professor of Sociology) University of La Verne (Term: 2020-2023) (began in March 2021)
X	Michelle Newhart (Non-Scientist) (Term: 2019-2022)								

\* Alternates (verify).

Regrets: Beverly Heasley

Notes: Doris Torres, Administrative Specialist III

Item	Topic	Outcome/Action Item
1.	<ul style="list-style-type: none"><li>• <b>Welcome New Unaffiliated Attendees and Announcements (John)</b></li></ul>	<ul style="list-style-type: none"><li>• Susan Phillips, Social Science, Pitzer College</li><li>• Nicholas Athey, Assistant Professor of Sociology, University of La Verne<ul style="list-style-type: none"><li>○ Each committee member gave a brief overview on their Research background.</li></ul></li></ul>
2.	<ul style="list-style-type: none"><li>• <b>Minutes – (John)</b></li></ul>	<ul style="list-style-type: none"><li>• December Minutes were updated and approved via email and added to IRB website – (Doris)</li></ul>
3.	<ul style="list-style-type: none"><li>• <b>Membership – (Barbara)</b></li></ul>	<ul style="list-style-type: none"><li>• IRB members are terming out. They were asked to please consult their constituency group to indicate if you are will to be considered to be re-appointed.<ul style="list-style-type: none"><li>○ Catherine McKee, John Norvell, Carmen Rexach, Misty Kolchakian has agreed to serve next term.</li><li>○ Catherine McKee will email Chisa Uyeki on extending terms for John Norvell, Carmen Rexach, and Misty Kolchakian and will also inform Chisa, John was elected to co-chair with Barbara.</li><li>○ Michelle Newhart will contact Beverly Heasley and notify her, her term will be expiring.</li></ul></li></ul>
4.	<ul style="list-style-type: none"><li>• <b>AP 3260 Update (Doris)</b></li></ul>	<ul style="list-style-type: none"><li>• Continuing to explore how to gain access to OnBase.<ul style="list-style-type: none"><li>○ Doris is working with Carol Nelson along with Brigitte Hebert on adding updated AP 3260 onto <a href="https://www.mtsac.edu/governance/trustees/apbp/">https://www.mtsac.edu/governance/trustees/apbp/</a>.</li></ul></li></ul>
5.	<ul style="list-style-type: none"><li>• <b>IRB Presentation at Management Staff Meeting (Barbara)</b></li></ul>	<ul style="list-style-type: none"><li>• “Management Staff Meeting: IRB Presentation”. Barbara is part of the monthly Management meetings, she was able to share with them about the IRB process.<ul style="list-style-type: none"><li>○ Barbara informed Management, Chairs, and Faculty, IRB has a protocol in place, they should be checking in with Barbara and John when collecting data from anyone who is not part of the Mt. SAC day-to-day operations and who are not part of the College, they are also aware, both Barbara and John are available to assist with the data process.</li><li>○ Common Rule: Barbara and John would like to use Home institutions IRB as the approval process, only if full IRB approval if is not needed.</li><li>○ There was some concerns on how Research projects are being collected. How can the IRB improve the process?<ul style="list-style-type: none"><li>▪ Example: Possibly create some kind of bulletin as a reminder we are available to assist.</li></ul></li></ul></li></ul>

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7.	<ul style="list-style-type: none"> <li><b>PAC Update – (Barbara, John)</b></li> </ul>	<ul style="list-style-type: none"> <li>Doris will be asking President’s office for an agenda item to present in April, during President’s Advisory Council Meeting (PAC) <ul style="list-style-type: none"> <li>Doris will contact President’s office and have Brigitte Hebert add Barbara and John to the April agenda to discuss the IRB yearly update, possibly provide a bulletin to discuss who we are, what we do, project studies that have been reviewed and approved.</li> <li>If there are ideas for Flex Day, team may want to consider being part of a session to discuss anything related to IRB.</li> <li>Barbara gave a brief overview to the unaffiliated members about the President’s Advisory Council (PAC).</li> </ul> </li> </ul>
8.	<ul style="list-style-type: none"> <li><b>IRB Research Projects</b></li> </ul>	<ul style="list-style-type: none"> <li>IRB team discussion on the following projects: <p>(IRB Project #2021-506) Study was approved by the committee– Letter of Support was provided to PI</p> <p>(IRB Project #2021-507) Study was not approved by the committee</p> <p>(IRB Project #2021-508) Study was not approved was not approved by the committee</p> <p>(IRB Project #2021-509) To be discussed at during the April IRB meeting. (This study will be an example project to demonstrate how the Mt. SAC IRB uses Common Rule to view and possibly approve studies without having to through our own extensive IRB process).</p> <p>Brianna Bletran &amp; Richard Nevarez – <b>Compadres of Tobacco-Free Los Angeles County Project</b> – Does not have full IRB LACOE approval.</p> <p>L.E. Foisia – Mt. SAC – <b>Asking Mt. SAC administrators their input on the Student Centered Funding Formula (SCFF)</b> – Provided a Provisional Letter of Support</p> <p>Aaron Seitz, Susanne Jaeggi – USR and UCI <b>Help Needed Recruiting Participants for NIH Study of Working Memory Training</b> – Pending approval</p> <p>Maura P. Mejia – Mt. SAC <b>Assessing Scientific Identity</b> – Does not fall under the IRB review</p> <p>S. Nakae – California University of Science and Medicine <b>Community College Health Professions Advising Study</b> - Does not fall under IRB guidelines.</p> </li> </ul>

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		<p>Gina Garcia – University of Pittsburgh  <b>Participant Information of Dominican University</b> – Approval of Submission from University of Pittsburgh – Letter of Support was provided to PI</p> <ul style="list-style-type: none"> <li>• Barbara gave a brief explanation on the project approval process when accepting these studies and making sure these studies align with the IRB mission. <ul style="list-style-type: none"> <li>○ Doris reviews documents provided and requests missing documents.</li> <li>○ John and Barbara review content and discuss.</li> <li>○ John and Barbara will discuss concerns with investigator and ask for their input.</li> <li>○ John and Barbara will review investigator input, provide guidance as needed, and will decide if the Common Rule may be accepted or the study needs to go to the full IRB for review. <ul style="list-style-type: none"> <li>▪ Co-Chairs may accept the study but they may not refuse a study. It is only the full IRB that may refuse the study. It is also important to note that the College may decide not to allow study on campus, even if the IRB has approved it. The College, however, does not have the right to accept the study that the IRB has refused.</li> </ul> </li> <li>○ Discussion on Modules: Faculty will create top 10 module choices. <ul style="list-style-type: none"> <li>▪ Carmen shared on Coercion.</li> <li>▪ Use James Ulloa study in April meeting to engage in what is the process and reviewing an IRB. Engage with the Common Rule.</li> </ul> </li> <li>○ Carmen asked if there is a resource, guidelines that can be added to the IRB website to assist those who are getting involved with Research, assist with Research projects. <ul style="list-style-type: none"> <li>▪ Possibly a “How to for Beginner Research”.</li> <li>▪ Misty has a presentation, she may be able to create an audio version of those slides so they can be added to IRB website and make it available to those who are planning on doing Research.</li> <li>▪ Danielle asked if CITI Training has a basic training for Beginner Researchers.</li> <li>▪ For those who are not an employee of Mt. SAC. Modules need to be created, contact the IRB, and approved before data has been collected.</li> <li>▪ Showing a video during Flex Day may be helpful.</li> <li>▪ Give an incentive for students to sign up, possibly a gift card.</li> </ul> </li> </ul> </li> </ul>
9.	<ul style="list-style-type: none"> <li>• <b>CITI Training Completed – (Doris)</b></li> </ul>	<ul style="list-style-type: none"> <li>• IRB committee member need to complete their CITI training as soon as possible.</li> <li>• During April meeting Doris will be reporting out CITI training by: <ul style="list-style-type: none"> <li>○ Reviewing CITI training portal</li> <li>○ Contact those who have not completed CITI Training.</li> </ul> </li> </ul>

Future Meetings – April, May, June 2021. First Friday of Each Month (If Needed).

Next Meeting Agenda Item:

- Revising the course instruction clause in the AP and guidelines – (John)
- James Ulloa will be reviewed during April's meeting
- Add to PAC, IRB attendance in April
- CITI Training