

**IRB Committee Meeting**  
**November 3, 2023**  
**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) Re-appointment pending (Term: 2021-2022)		Vacant (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) (Behavioral Science) (Term: 2021-2023)		Vacant (ACCESS) (Term: 2021-2024)		

\* Alternates (verify).

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

Regrets: Nicholas Athey. Aida Cuenza-Uvas

Notes: Doris Torres

Item	Topic	Outcome/Action Item
1.	<ul style="list-style-type: none"> <li>• <b>Welcome</b></li> </ul>	<ul style="list-style-type: none"> <li>• Patty and John welcomed all committee members.</li> <li>• No changes to the agenda</li> </ul>
2.	<ul style="list-style-type: none"> <li>• <b>Approve</b></li> <li>• <b>September 1, 2023, Meeting Minutes</b></li> </ul>	<ul style="list-style-type: none"> <li>• September 1, 2023, meeting minutes were approved.</li> </ul>
3.	<ul style="list-style-type: none"> <li>• <b>Faculty – CITI Training (John &amp; Misty)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Patty asked John Norvell if he had any updates on the Faculty-CITI Training after his meeting with Emily Woolery, the Faculty Association President.</li> </ul> <p>John said, Emily suggested:</p> <ul style="list-style-type: none"> <li>○ If the IRB is going to have faculty CITI training, the language of the AP 3260 should be updated from: <ul style="list-style-type: none"> <li>▪ faculty <u>should</u> to (must or shall) have CITI training.</li> </ul> </li> <li>○ Specify what training modules are required and approve alternate trainings.</li> <li>○ John and Doris will need to schedule a meeting to review CITI training modules for faculty.</li> <li>○ If mandatory faculty training is needed, faculty should be compensated.</li> <li>○ After adding new language to the AP, this information should be discussed with Roger Willis, Academic Senate President, for his input.</li> </ul> <p>Before making changes to the AP 3260 and moving forward with faculty training. Patty had concerns about the tracking purposes. How often should the training be completed, and how will this impact faculty?</p> <ul style="list-style-type: none"> <li>• If training is approved, committee provided the following suggestions for reaching out to faculty regarding the CITI courses: <ul style="list-style-type: none"> <li>○ Add a POD training for faculty members that results in a certificate and provide Professional Growth Increments (PGI) hours.</li> <li>○ Faculty members should complete CITI courses before accepting student projects.</li> <li>○ Possibly create a CITI training video for faculty.</li> <li>○ Michelle Newhart said she completed the following IRB general CITI courses at La Verne University, undergraduate training, basic student class project courses, and was able to download her certificate. She also tracks completion information and creates workflows.</li> <li>○ If committee proceeds with faculty CITI training, Michelle is available to share her information.</li> <li>○ Smartsheet is a good tool for tracking purposes.</li> <li>○ Consider creating a Research Hub in Canvas for faculty to collect information.</li> <li>○ Provide a checklist to ensure that faculty members meet the qualifications.</li> </ul> </li> </ul>

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		<ul style="list-style-type: none"> <li>○ Add CITI training information to the new faculty seminar, faculty guide page, flex day and provide flex credit.</li> <li>○ Adrienne will reach out to POD external training on the Website.</li> <li>○ Misty will gather information on the new faculty seminar and the IRB may want to present during the seminar.</li> </ul> <p>Committee members were not able to decide on implementing faculty training until Patty and John gets in touch with the CITI program on training options for faculty. The committee will receive information about faculty training during the next meeting, which is scheduled for December 1, 2023.</p>
	<ul style="list-style-type: none"> <li>• <b>Other</b></li> </ul>	<ul style="list-style-type: none"> <li>• Nothing to report.</li> </ul>

	<p>Future Meetings – First Friday of Each Month – 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