

**IRB Committee Meeting  
December 13, 2024  
Zoom Meeting (9:00 a.m. ~ 11:00 a.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)	✓	Misty Kolchakian (Behavioral Science) <b>Co-Chair</b> (Term: 2024-2027)		Vacant (Behavioral Science) (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: 2022-2025)		(Vacant) Biology (Term: 2020-2023) (Alternate)	✓	Aida Cuenza-Uvas (AANAPISI) (Term: 2021-2024)		
✓	Michelle Newhart (Non-Scientist) (Term: 2022-2025)	✓	Catherine McKee (Biomedical Science) (Term: 2023-2026)	✓	Tom Mitchell (ACCESS and DHH) (Term: 2023-2026)				

\* Alternates (verify).

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

Regrets: Adrienne  
Notes: Doris Torres

Item	Topic	Outcome/Action Item
1.	<ul style="list-style-type: none"> <li><b>Welcome</b></li> </ul>	Welcome committee members
2.	<ul style="list-style-type: none"> <li><b>Agenda Review</b></li> </ul>	No Changes to the Agenda
3.	<ul style="list-style-type: none"> <li><b>September 6, 2024, Meeting Minutes</b></li> </ul>	September 6, 2024, meeting minutes were approved.
4.	<ul style="list-style-type: none"> <li><b>Review of IRB# 2024-728 Application</b></li> </ul>	<p>Patty asked if committee members had comments regarding the 2024-728 IRB application.</p> <ul style="list-style-type: none"> <li>The committee had concerns about the sample interview questions on whether faculty teaching includes in-person, online, or hybrid courses.</li> <li>They also asked about the faculty selection process. How selected faculty would participate in the interview questions?</li> </ul> <p>Next Steps:</p> <ul style="list-style-type: none"> <li>Patty will contact the Principal Investigator (PI) for more clarification and additional information on the interview questions.</li> </ul>
5.	<ul style="list-style-type: none"> <li><b>Update on campus research. (Survey discussion turned into a religious conversation)</b></li> </ul>	<p>Misty provided information on a Student Survey incident:</p> <ul style="list-style-type: none"> <li>A student was approached to complete a survey. While completing the survey, the individual who presented the survey attempted to convert students' religion.</li> <li>It was unclear whether the survey had been approved for the student to complete.</li> <li>Since Mt. SAC is an open campus monitoring what comes on campus is a challenge.</li> <li>Kelly Fowler, VP of Instruction is aware of the incident and will relay these concerns to President Dr. Garcia.</li> </ul> <p>Campus Awareness:</p> <p>Patty asked the committee for ideas on improving campus communication.</p> <ul style="list-style-type: none"> <li>A suggestion was made to create unauthorized survey informational cards to raise awareness.</li> <li>Instructors with strong classes and retention data will be contacted through e-mail to participate in the study</li> </ul>
6.	<ul style="list-style-type: none"> <li><b>Share the revised approval letter template</b></li> </ul>	<p>Patty shared the revised IRB approval letter template and explained the additional information that has been added. The committee was asked to provide feedback on proposed changes to the letter.</p> <p>Information added to the approval letter:</p>

Item	Topic	Outcome/Action Item
		<ul style="list-style-type: none"> <li>• <b>IRB approval number</b> will be assigned and included in the approval letter.</li> <li>• <b>Research projects</b> are valid for one year.</li> </ul> <p>Michelle Newhart provided feedback in the Zoom chat to the approval letter:</p> <ul style="list-style-type: none"> <li>• <b>Possibly Remove:</b> "Failure to submit an update within 30 days following the due date will result in termination of the IRB approval." <ul style="list-style-type: none"> <li>○ <b>Replace with:</b> "If the project extends beyond one year, you must submit the extension form within 30 days of the expiration date."</li> </ul> </li> <li>• <b>Possibly Remove:</b> "You must include the Mt. San Antonio IRB approval number to all recruitment materials and flyers." <ul style="list-style-type: none"> <li>○ <b>Replace with:</b> "You must include the Mt. SAC IRB approval number ON all recruitment materials."</li> </ul> </li> </ul> <p>The tracking process will be implemented before the expiration date, and follow-ups will be conducted to check the status of the proposal.</p>
	<p>Future Meetings to be determined.</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 October 31, 2026  
 Mt San Antonio College IRB #1  
 IORG# 0004996 (College)  
 ORG: IRB00005967 (For Our Work)  
 Expires May 17, 2025