**­­­­­IRB Committee Meeting**

**November 1, 2019**

**Building 4, Room 2460 (1:00 p.m. ~ 3:00 p.m.)**

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|  | **RIE Director** |  | **Academic Senate****Appointments** |  | **Academic Senate****Appointments** |  | **Managers – Appointed by VPs** |  | **Unaffiliated Member** |
| X | Barbara McNeice-Stallard(Behavioral Science)Co-Chair (Term: Ongoing) | X | Catherine McKee(Biomedical Science)(Term: 2018-2021) |  | Elizabeta Meyer(Biomedical Science)(Term 2017-2020) |  | George Bradshaw(Behavioral Science)(Term: 2015-2018) | X | Danielle Pearson Graham\*(Instructor, Psychology)(Term: 2015-2021)  |
|  | **CSEA Appointments** |  | Carmen Rexach (Biomedical Science)(Term: 2018-2021)  |  | Sierra (Vane) Powell\*(Behavioral Science)(Term: 2017-2020) | X | Adrienne Price(Grants Office)(Term: 2019-2020?) |  |  |
|  | Vincent Herrera (Non Scientist)(Term 2017-2020) | X | Misty Kolchakian(Behavioral Science)(Term: 2018-2021) | X | John Norvell (Behavioral Science)(Term: 2018-2021) |  |  |  |  |
|  | Beverly Heasley (Non Scientist)Term: 2018-2021 |  |   |  |  |  |  |  |  |

*\* Alternates (verify).*

Regrets: Barbara McNeice-Stallard, Catherine Mc Kee, Misty Kolchakian, Bettina Lee, Shiloh Blacksher, John Norvell, George Bradshaw, Sue Long, Tania Anders

Notes: Doris Torres, Administrative Specialist III

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| **Item** | **Topic** | **Outcome/Action Item** |
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| 1. | * Chair
 | * Barbara McNeice-Stallard
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| 2. | * Welcome to Adrienne Price New IRB Committee member
 | * Adrienne Price introduced herself as Director of Grant’s and shared her Grant’s background.
* Around the room introductions from the committee.
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| 2. | * Minutes
 | * June 7, 2019, Meeting Minutes. Committee suggested to remove ~~Minutes~~ and change to ***Notes*** instead. June notes were approved.
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| 3. | * Eric Turner
 | * Presented and discussed Privacy Act on CCPA and Implications for IRB
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|  | * Study

(#2019-501) | * Minor edits on clarifying how #2019-501 will prevent coercion. Email was sent to the committee with explanation on updates. Study was approved by the IRB committee
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| 4. | * IRB Email Question from Louis Vayo II
 | * IRB email discussion on vendor who is asking faculty for assistance and requesting student information for Spring 2020 classes could be used as a “control’ group for testing a new program to survey students.
* IRB Committee agreed not to participate in the study

For Reasons:* Student Data request unclear (names, attendance, performance) met with FERPA requirements or sufficiently protected student anonymity.
* According to IRB guidelines $50 gift cards and $500 stipend might represent what might be considered coercion.
* Survey study would not benefit the students at Mt. SAC.
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| 5. | * Informed for Action – Added to the Agenda
 | * Barbara explained **Informed for Action:**

This event is to bring people together to discuss approved Research Projects, Approved IRB Projects, and Data Coaching* March 13, 2020 – Save the Date.
* Will be held on campus from 8:30 – 1:30.
* Breakfast and Lunch will be provided.
* Located at POD 6-160, along with Breakout Rooms.
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| 6. | * AP3260
 | * Barbara explained minor edits to AP 3260:
* Once edits have been corrected, there is an approval process needed from the President’s Advisory, once approved, AP 3260 will be added to the IRB Website.
* Barbara explained IRB, AP policy is listed on Board Policies & Administrative Procedures, BP needs to be added, she recommends to the committee, Board Policy is needed and needs to be added to the Website. Committee is in agreement with adding Board Policy.
* Doris still needs to complete her AP/BP Retrieval and Revision Process, OnBase training in November, once she completes this training and form approved, updated AP 3260 will be added to the Website.
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| 7. | * POD, Flex Day
 | * Barbara asked Misty to share Spring Flex Day – IRB.
* Misty said during Flex Day, there were some discussion on IRB and she would like more student and Faculty involvement with Research.
* Misty updated Barbara with information from last Flex Day
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| 8. | * PAC Annual IRB Report
 | * Barbara said IRB should be generating AP quarterly report to Presidents’ Advisory Counsel. Asked the committee their suggestions on what should be submitted to the Presidents’ Advisory update for 2018-19

Suggestions:* How many proposals were considered and granted.
* Give a brief summary of the approval proposals.
* Report Misty’s brief presentation at Flex of the IRB.
* Make departments aware before submitting proposals, IRB approval is needed.
* Make them aware of Informed for Action Event.
* Very complex meeting, completed information is needed before.
* Common Rule
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|  | Next meeting is March 6, 2020Agenda: |