

**IRB Committee Meeting**  
**April 5, 2024**  
**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) (Term: 2022-2025)		(Vacant) Danielle Dervishian Biology (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)	✓	Tom Mitchell (ACCESS and DHH) (Term: 2023-2026)				

\* Alternates (verify).

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

Regrets: John Norvell, Nick Athey, Aida Cuenza-Uvas

Notes: Doris Torres

<b>Item</b>	<b>Topic</b>	<b>Outcome/Action Item</b>
1.	• <b>Welcome</b>	• Patty welcomed committee members.

Item	Topic	Outcome/Action Item
	<ul style="list-style-type: none"> <li>• <b>Agenda</b></li> </ul>	<ul style="list-style-type: none"> <li>• No changes to the agenda.</li> </ul>
2.	<ul style="list-style-type: none"> <li>• <b>Approve March 1, 2024, Meeting Minutes</b></li> </ul>	<ul style="list-style-type: none"> <li>• March 1<sup>st</sup>, 2024, meeting minutes have been approved.</li> </ul>
3.	<ul style="list-style-type: none"> <li>• <b>Membership Update (All)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Patty announced to the committee members that John Norvell has been approved to start his sabbatical and may decide to step down as the IRB Co-Chair.</li> <li>• Doris has contacted the Academic Senate to find a replacement Co-Chair for the Institutional Review Board (IRB), and the committee is currently awaiting approval. <ul style="list-style-type: none"> <li>○ One of the members of the Institutional Review Board (IRB) mentioned that the IRB typically selects its own Co-Chair members.</li> <li>○ Doris informed Carmen and Tom that the Academic Senate have approved their reappointments for the next three years.</li> <li>○ Misty is still awaiting her reappointment from Academic Senate.</li> </ul> </li> <li>• Faculty Co-Chair replacement will be discussed during the May 2024 committee meeting.</li> </ul>
4.	<ul style="list-style-type: none"> <li>• <b>Faculty – CITI Training (Patty)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Patty mentioned that she, John, and Misty met with Gina Sullivan, a CITI Program representative, to discuss the language on the AP3260 to determine if faculty would need to complete CITI training for classes involving research.</li> <li>• The CITI Program contact information still lists Barbara McNeice-Stallard as the point person. Doris will reach out to CITI Program to update the contact's name to Patty Quinones.</li> <li>• Patty shared her screen with IRB members and discussed learner groups and how they could access CITI training Research Foundation modules. She covered the following points: <ul style="list-style-type: none"> <li>○ Basic and Refresher courses</li> <li>○ Customizable modules</li> <li>○ Access based on individual roles.</li> <li>○ Faculty options</li> <li>○ Student checklist</li> <li>○ Customizing a spreadsheet from CITI</li> <li>○ Training duration of 15-20 minutes per module</li> <li>○ Misty identified 6 important modules.</li> </ul> </li> </ul>

Item	Topic	Outcome/Action Item
		<ul style="list-style-type: none"> <li>○ While faculty CITI training is recommended, it is not required.</li> </ul>
5.	<ul style="list-style-type: none"> <li>● <b>Other – Updating AP 3260</b></li> </ul>	<ul style="list-style-type: none"> <li>● The IRB committee has agreed to proceed with updating the AP 3260.</li> <li>● Once the AP 3260 is updated, an email will be sent to committee members for approval, and it will be added to OnBase.</li> </ul>

	<p>Future Meetings – First Friday of Each Month – March 1, April 5, May 3, and (If needed) June 7, 2024.</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