

# Crafton Hills College

## IRB (Institutional Review Board)

### Agenda

Date: December 10<sup>th</sup>, 2012

#### Members

Michelle Riggs      Catherine Hendrickson      Gary Williams      Meridyth McLaren      T.L. Brink  
Keith Wurtz

TOPIC	DISCUSSION	FURTHER ACTION
<p>Briefly review the IRB Charge (5 minutes) – The IRB Committee meets on the 2<sup>nd</sup> and 4<sup>th</sup> Monday's of each month from 11AM – 12PM.</p>	<p><b>Charge:</b> The IRB Committee coordinates the external research (i.e. any research project or study which is outside the normal day-to-day operations of Crafton) being conducted on campus involving Crafton students or employees. The purpose of the IRB committee is to protect students, employees, class time, employee time, student rights, and College liability. The IRB will ensure that the study participants are fully aware of the nature of the research, their rights, receive informed consent, and that the research aligns with the mission, vision, core values and goals of Crafton Hills College. The committee may also seek the advice of outside experts if a proposal is outside of their expertise. The IRB committee will meet on an as needed basis to provide feedback to proposals in a timely manner. Committee members will be required to receive appropriate training and external certification (e.g.: NIH, CITI, etc.) specific to the process of reviewing research proposals and protecting the rights of human subjects.</p>	
<p>Identify and decide on training</p>		
<p>Review the current process for submitting proposals and begin the process for revising and/or developing a new process</p>		
<p>Review current submissions for the 2012-2013 academic year</p>		
<p>Meeting on January 21<sup>st</sup>? MLK Day. Next meeting will be February 11<sup>th</sup>, 2013.</p>		
<p>Other Business</p>		
<p><b>Mission Statement</b> The mission of Crafton Hills College is to advance the education and success of students in a quality learning environment.</p>	<p><b>Vision Statement</b> The vision of Crafton Hills College is to be the premier community college for public safety and health services careers and transfer preparation.</p>	<p><b>Institutional Values</b> Our institutional values are creativity, inclusiveness, excellence, and learning-centeredness.</p>