

# Crafton Hills College

## IRB (Institutional Review Board)

### Minutes

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

Name	P	Name	P	Name	P	Name	P	Name	P
Michelle Riggs		Meridyth McLaren		T.L. Brink		Catherine Hendrickson		Gary Williams	
Keith Wurtz									
TOPIC			DISUCUSSION			FURTHER ACTION			
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.			The IRBC reviewed the charge.						
Identify and decide on training			<p>Ideas from the committee? – Two organizations in which TL has received training on, CITI and NIH. Both were online. Very simple review with exam. Get certificate after take exam. Very similar to safety training. Both were done through Loma Linda and may have involved a cost to training. CITI may cost approximately \$2,500. Would like to have all students in research methods take the test. The individual is certified.</p> <p>Briefly reviewed the USDHHS training videos: <a href="http://www.hrsa.gov/publichealth/guidelines/HumanSubjects/">http://www.hrsa.gov/publichealth/guidelines/HumanSubjects/</a></p>			Keith will look into CITI and NIH training and costs.			
Review the current process for submitting proposals and begin the process for revising and/or developing a new process.			Set-up process while we develop training. Keep the requirement of providing an IRB from their institution.			Will discuss current process for the next time we meet. The IRBC will review current process and bring suggestions for the next meeting. Will develop draft process at our next IRBC meeting.			
Review current submissions for the 2012-2013 academic year			Committee reviewed and added some suggestions for tracking submissions.						
Meeting on January 21 <sup>st</sup> ? MLK Day. Next meeting will be February 11 <sup>th</sup> , 2013.						Keith will send out outlook invitation.			
Other Business			Co-Chair? – Gary was nominated and agreed to be Chair.						
<b>Mission Statement</b> The mission of Crafton Hills College is to advance the education and success of students in a quality learning environment.			<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.			<b>Institutional Values</b> Our institutional values are creativity, inclusiveness, excellence, and learning-centeredness.			