Crafton Hills College
IRB (Institutional Review Board)
Minutes

Date: February 11th, 2013

Name	P	Name	P	Name	P	Name	P	Name	P
Gary Williams		Meridyth McLaren	X	T.L. Brink	X	Catherine Hendrickson	X		
Keith Wurtz	X	Ginger Sutphin	X						

TOPIC	DISUCUSSION	FURTHER ACTION
Minutes, December 10th, 2013 (5 minutes)	The minutes were approved as written.	
Collaborative Institutional Training Initiative (CITI) Approximately 1,130 institutions have access to CITI course site worldwide. About 35,000 people per month complete a CITI course. Since 2000, 1.3 million people have met the Federal training mandate by completing a CITI course. For Social/Behavioral research there are 11 modules. The CHC IRBC can determine which modules are most applicable and choose from the 11. The modules can be designed for different groups (e.g.: IRBC, students, etc.). Each module has a quiz and is updated twice a year. A copy of the results is sent to institutional key trainer or IRB administrator. The learner can return to the site and download a copy of the report as needed. An administrator at each institution will have access to the CITI report utilities to view the progress of individual learners or to download aggregate training data. Each institution can post material on CITI and develop own quizzes if choose to do so. CITI is not-for-profit at the University of Miami. There is an annual subscription fee. Fee for Government/Not for Profit Institutions is $2,500. We cannot split with Valley because each site of an organization with 10 or more people or students' who conduct research need to pay the entire fee.	Psychology department meeting will discuss possibility of subscribing to CITI. Concern if subscription to CITI is sustainable annually. Perhaps write funds into a grant. Explore adding subscription to a grant.	Keith will explore finding money to pay for CITI subscription and adding a CITI subscription to a grant.
National Institute of Health (NIH) The NIH Office of Extramural Participants has a free option for IRB training, *Protecting Human Research Participants* training module. This free web-based software consists of 7 modules, 4 of which are followed by quizzes. The entire course takes approximately 3 hours to complete. You can exit this program and return, logging	The committee agreed to participate in NIH training, but felt that CITI was more appropriate because of the ease of use and the ability to tailor the training to social and behavioral science research.	Keith will send out directions for the committee to complete the training.

on with the same email address and password, and the program will remember which sections you have completed. If you must leave the course prior to completion, it is advised that you first complete the section in which you are working. Your progress is only recorded when you complete a section and see a check mark next to that section on the Main Menu page. **The "Get Certificate" option is not available until all of the modules have been completed.** Once a certificate is received can log in and retrieve it any time. If you score less than the required number of correct answers for a quiz, you must reread the module. After you reread the module, you may retake the quiz. This may be repeated until a satisfactory score has been attained. There is also a [PDF document](#) with all of the module training information.		
Develop draft submission process. The Committee has reviewed the current IRB submission process and will provide feedback.	The committee reviewed the current process and made several suggestions to improve the process. The committee also discussed developing a process in the future where class research projects engaged in by students would be pre-approved for an entire group of classes.	Keith will make suggested changes to the draft form and provide to committee for review.
Rubric? Or just "Yes" or "No" with a brief comment on Why?	The rubric needs to address potential harm to subjects, identify any problems with confidentiality and anonymity, and any possible concerns with informed consent. If any of these areas are deficient then the proposal would not be approved.	Use the suggestions provided to develop a "yes" or "no" rubric and include a section for comments.
Review changes to the database tracking the 2012-2013 submissions.	The committee would like to see copies of all the materials that the researcher will give to the study participants.	
Discuss development of an IRB Web Site	The web site will include links to all needed documents and a list of projects that have been approved by the committee. The web site will also include a description of the IRB Committee: designate at least one person as a non-scientist (Ginger Sutphin), designate at least one person who is primarily concerned for the welfare of the research subjects (Catherine Hendrickson), and indicate the gender of the committee members.	Keith will create a draft web site and include suggestions.
Mission Statement The mission of Crafton Hills College is to advance the education and success of students in a quality learning environment.	**Vision Statement** The vision of Crafton Hills College is to be the premier community college for public safety and health services careers and transfer preparation.	**Institutional Values** Our institutional values are creativity, inclusiveness, excellence, and learning-centeredness.