

Institutional Review Board (IRB) Meeting

Nov. 2, 2020 - Zoom Meeting 3:15-4:30pm

In attendance:

Amy Parker, Anitza San Miguel, Jennifer Snyder, Laura Blasi, Marcy Porter, Marie Vasquez-Brooks, Melonie Sexton and Nancy Aziz. **Absent:** Jeff Hogan

1. **Introductions:** Members introduced their educational and professional backgrounds, and their relation to serving on the IRB Board.
 - a. **Amy:** Doctorate in higher education and leadership. College transition is her unit, consisting of three areas: contact center (inbound, outbound chats), assessment, and certification testing with specific public school testing. In transitioning planning they hold recruiting events. **Anitza:** Area of expertise has been biotechnology and patent reviews. **Jennifer:** Specialized work in Chemistry – experienced in developing a predictive analytic model to look at STEM students and predict their completion, retention and STEM pathways. **Marcy:** Has served on many boards, is a Valencia graduate and previously served on Alumni Association - she is our community member. **Marie:** Dean of School of Allied Health, experienced in cognitive neuroscience. **Melonie:** Focusing on ways for students to get them have the same passion for research, to keep asking why. Neuroscience / Psychology are her areas of expertise. Works in tangent with Laura related to Undergraduate Research to assure ethics in the IRB research process.
 - b. **Laura:** The focus of this meeting is to discuss the changes from Health and Human Services (HHS) related to our IRB as well as the handling of IRB applications given the new online process.
2. **College activities:**
 - **Change in procedures- Laura:**
 - a) Members who start Spring 2021 will serve two- year terms,
 - b) This was changed in the procedures due to COVID (it had said from Spring 2020)
 - **Faculty nomination of representation – Melonie:** a) Nomination forms sent out and we have open seats available. I haven't heard anything from the Council President. We check the requirements and who meets them, which is important for transparency and efficiency of the IRB process. There are 10 submissions and 9 others have shown interest, showing rising interest in the IRB. We created the criteria as a group, b) safeguarding the participants: If we are going to do research in the college, we have barriers in place, we have faculty who have the proper training, guidelines, etc. We need people who preferably have experience doing that. c) Melonie will share the checklist with Laura and discuss how to move forward with the nominations.

- **Deans’ Training – Anitza:** IAC training- we are focusing on discussions, training and we created just-in-time trainings. Laura was our first guest to share training regarding IRB, Qualtrics and SFI. Scheduled during the week for deans to attend the training. The information is about the IRB, to provide the deans with an overview of the IRB process. **Laura:** 32 deans participated, and this is important for us to show the supervisors’ sign-off that goes to deans. That training is important for everyone to see and read the text. **Jennifer:** Emphasized on the need to focus on faculty development and training and what needs to happen. Positively commented on the new forms and their electronic nature. Asked about faculty trainings.

- **Undergraduate Research – Melonie:** discussed efforts taken to raise the interest in research.
 - I am trying to reach mostly the students, getting faculty on board has been relatively difficult. I am impressed of the faculty adding research to their curriculum. There is a growing number of students who have expressed their interest in research. The program is growing and we are working in conjunction with honors students. I hosted workshops so that students can get information about different aspects of research and I bring experts from all over the country.

 - She has an IRB “umbrella application” and explained. I started it 4 years ago by putting research in my psychology class. The research project is not published, but I wanted students to run experiments and interact with humans. I made sure that every single student took an ethics training. They are required to show me that certificate for any research project. An IRB “umbrella application” was created for more community work. Melonie is working to reach out to more to faculty. Melonie has created multiple opportunities for student and faculty training

 - Marie suggested people are reminder of this best practice right now, while they are reviewing all of their course outline and assessment materials.

3. Office activities- Laura

- Application and review process moved online. Procedures were modified to take out the word “hardcopy” (everything transferred online). We added the capacity for signatures and upload files.
- Worked with office of Legal Counsel (Bill Mullowney) to make sure we align to the current College policies (statements of responsibility up-to-date). This was the work in summer 2020.
- No applications needing full board review.
- Office for Human Research Protections, Health and Human Services (OHRP – HHS) meeting was held focused on new “Single IRB” Guidelines: Laura shared some slides from the workshop attended (see file folder for slides). All applications to conduct research at Valencia go through our IRB except that UCF will be serving as the single IRB for any applications to conduct research from the Downtown campus led by PIs from UCF.

4. Looking ahead

- Annual college-wide trainings to be held in November 2020: the Grove announcement will go out for deans, faculty and staff. Currently trainings are in the EDGE. We usually get staff members, and interested MA students.

- Planning for Teaching Learning Academy (TLA) February session – equity: emphasis on equity in the conversation, although it hasn’t shown up as promoted. We addressed the “Do-no harm” and the history of harm that was done to vulnerable populations in some way for TLA. Coming up in February.
- Board of Trustees: IRB policies coming from the federal government but written in Valencia’s policies. Shared with the Board of Trustees. Partner is Bill Mullowny with Laura.
- Training CITI for IRB- shifted in Spring because of COVID-19. It is good to have a certification and it will become mandatory (shift in our policy) starting Spring 2020.
- Renewing our IORG status and retaining FWA –Done every few years. Laura updates the board members and makes sure that materials submitted are up-to- date.
- Continued use - walk through of the new online process and files – Nancy Aziz: files.
- Marie emphasized on encouraging more faculty to take the training to promote in different types of engagement and review, but we need to do more of these across disciplines to inspire students.
- Laura offered to tailor something for Allied Health and can address the specific concerns and questions.
- Concluding remarks: Follow up among IRB Board members: Focus on faculty engagement through trainings offered, nominations and selection process and closing the existing gaps.

Terms:

IRB Organizations (IORGs)

Federal-wide Assurances (FWA)

Office for Human Research Protections (OHRP)

The U.S. Department of Health & Human Services (HHS)

IRB – Purpose...

... to protect the rights and welfare of human research subjects recruited to participate in research activities and conducted at Valencia College. The IRB has the authority to approve, disapprove, monitor, and require modifications in all research activities that fall within its jurisdiction as specified by both the federal regulations and institutional policy. www.valenciacollege.edu/IRB