

Meeting Minutes – Fall 1 2016
Friday, 09 September 2016 [DDH A108]

Members Present:

Scientific Concerns: Anne Duran, Rose McCleary
Nonscientific Concerns: Nate Olson, Steve Gamboa, Tony Alteparmakian
Community Concerns: Grant Herndon, James Velasquez, Colleen McGauley
Acting RERC: Steve Suter

Absent Member: None

Others:

Gwen Parnell, GRaSP
Zach Hays, Protocol 16-108

I. CALL TO ORDER

Chair, McCleary, called the meeting to order at 8:05 AM.

II. APPROVAL OF MINUTES

The minutes of the previous meeting had been approved, with revisions, in August 2016 via email. It was noted that the spelling of Dee Bailey's name should be corrected.

II. ANNOUNCEMENTS

- A. The former RERC is now Acting RERC while Dr. Sumaya is on sabbatical leave.
- B. The new member, Nate Olson, was welcomed. He has a scholarly background in research ethics. Chandra Commuri, of Public Policy and Administration, has also been appointed, as of yesterday afternoon. The RERC will be doing an orientation session with Chandra on Monday.
- C. IRB faculty alumni, Kathleen Gilchrist and Paul Newberry, will be nominated as "alternate members" of the IRB. Such members may perform the duties of regular IRB members and can help enable a quorum, if necessary, and consult as needed.
- D. The Annual Report to the Provost has been delivered.

IV. OLD BUSINESS

- A. IRB member recruitment was on the agenda, but this has been resolved with the appointment of Dr. Commuri.

V. NEW BUSINESS

A. CITI HSPT

The Board was asked to consider replacing the existing, “homemade” Human Subjects Protection Training” [HSPT] with a set of training materials produced by the “Collaborative Institutional Training Initiative” or CITI. This is used by many universities. CSUB already subscribes to the CITI package. Persons not certified would be required to take a basic and then a refresher course every 3 to 5 years. Major advantages over our own HSPT include that CITI: [a] is revised regularly, [b] appears easy to mine for reports, [c] automatically provides evidence of certification and reminder emails for re-training. Some issues would be how to phase out our present HSPT training, which presently lasts forever, and how long the CITI training would be good before requiring a refresher course. IRB members were asked to do the CITI training and provide feedback to Gwen on content and time requirements. Spring semester 2017 is a goal for adoption.

There were a number of questions and comments, including: [a] How to deal with those already certified – would be up to the Board. [b] The RERC (Isabel) should take the training and report. [c] Check with other universities on their experiences phasing in CITI. [d] How many times can you test? [e] Is it readily accessible by students – many students now take our HSPT in their research methods courses. [f] CSUB-specific content can be added. [g] How much does it cost – around \$3k, [g] Will it interface readily with other protocol management software?

It would be useful to have some students take the CITI training and provide feedback. Duran will facilitate that.

Alteparmakian moved/seconded a motion to: “Go forward with investigating the CITI IRB training in lieu of the present HSPT training, including having IRB members take the training and take up the issue again at the next IRB meeting in November.” Adopted 8-0.

B. IRB Feedback Form

The IRB Chair and RERC had requested a method to provide feedback on “consumers” experiences with the CSUB IRB. A draft survey was presented. Discussion followed. It could be placed on the IRB homepage or sent to each PI with their authorization letter. A consensus emerged for collecting responses once per year as part of a yearly evaluation of the IRB program. Status of the respondent should be included in the survey – e.g., faculty, student, investigator, faculty mentor. It did not seem useful to survey IRB members as part of

the yearly IRB evaluation. Isabel should be the recipient of suggestions and she should move forward on this when she returns from sabbatical leave in January 2017.

McCleary moved/McGauley seconded a motion to: “Table adoption of an IRB Feedback Form until Isabel returns. In the meantime, IRB members should provide revisions to Gwen.” Adopted 8-0.

C. IRB Final Closure Letter

At present the PI receives an “impending closure” notice indicating when the protocol authorization will end and instructions on how to renew, including how to request modifications. However, there is no final notice sent that PI is no longer authorized to interact with participants.

Discussion followed. Wording was suggested to make it more clear exactly what has expired and the responsibility of faculty mentors. The area code should be added to the phone number given.

Herndon moved/Velasquez seconded a motion to: “Approve the use of the IRB Final Closure Letter as revised”. Adopted 8-0.

D. Formal Board affirmation of protocols previously approved under **Standard Review, Expedited Review, Third Party Access** and **Exemption from Full Review** since the June 2016 meeting.

1. Standard Review [1]

#	Author	Department	Title	Date Submitted	Faculty Sponsor	Final Approval	Type of Review
16-49	James Paul White III	Sociology	What Constitutes Masculinity in the Black/African American Community?	4/12/2016	Rhonda Dugan	6/6/2016	Standard

McGauley moved/Velasquez seconded, 8-0.

2. Expedited Review [3]

#	Author	Department	Title	Date Submitted	Faculty Sponsor	Final Approval	Type of Review
16-43	Ji Li, Jeremy Woods, and Di Wu	Accounting and Finance, Management and Marketing	Contributions of Accounting Training and Skills for Small Businesses	4/13/2016		6/12/2016	Expedited
16-51	Chris Livingston	Walter Stiern Library	The Black Experience: The Untold History of Kern County	4/18/2016		6/5/2016	Expedited
16-92	Michael Ault	Political Science	Information and Ideology: Constructing Political Knowledge During a Presidential Campaign	6/1/2016		6/30/2016	Expedited

McGauley moved/Herndon seconded, 8-0.

3. Third-Party Access to Existing Data [none]

4. Exemption from Full Review [8]

#	Author	Department	Title	Date Submitted	Faculty Sponsor	Final Approval	Type of Review
16-75	Evelyn Abulu	Public Policy and Administration	Nigeria Immigrants' Experiences of Cultural Diversity in California State Workplace: A Phenomenological Approach	5/7/2016	R. Steven Daniels	6/7/2016	Exempt
16-86	Josh Uhalt	Psychology	Components of Attitudes Toward Others	5/19/2016	Anne Duran	6/7/2016	Exempt
16-94	Maureen Fillmore	Student Union & Organization Governance	CSUB Greek Life Impact Assessment	6/13/2016		7/25/2016	Exempt
16-95	Philip Silverman	Soc/Anthro	The Impact of Globalization on Taiwanese Women Across Social Classes-An extension of "Bridging the Generations: Family History and Lifestyle" from 2011	6/14/2016		8/30/2016	Exempt
16-97	Kyle Susa	Psychology	FM2 Face Matching	6/27/2016		7/11/2016	Exempt
16-101	Kyle Susa	Psychology	VF2 Verbal Facilitation	7/1/2016		7/26/2016	Exempt
16-102	Kyle Susa	Psychology	Memory & GRE Vocabulary Memory 1 (TE 1)	8/15/2016		8/23/2016	Exempt
16-103	Kyle Susa	Psychology	Memory & GRE Vocabulary Memory 2 (TE 2)	8/15/2016		8/23/2016	Exempt

Velasquez moved/McGauley seconded, 7-0, Duran abstaining on Protocol 16-86.

E. **Formal Board affirmation [4]** of protocols submitted and designated as **not** falling within the IRB/HSR definition of human subjects research (**not within IRB/HSR purview**) since the June 2016 meeting.

#	Author	Department	Title	Date Submitted	Faculty Sponsor	Final Approval	Type of Review
NRS 16-90	Adriana S. Barba	School of Public Admin	Employee Development, Mentorship, and Retainment	5/26/2016	Dr. Jinping Sun	6/7/2016	NRS
NRS 16-91	James Paul White III	Sociology	Black Masculinity in Film	5/31/2016	Rhonda E. Dugan	6/7/2016	NRS

NRS 16-96	Dustin L. Parker	Master of Science Healthcare Admin MSHCA	Pharmaceutical Drug Shortages & Government Agencies Response	6/15/2016	R. Steven Daniels, Ph.D.	6/21/2016	NRS
NRS 16-100	Richard Kemp	Public Admin and Public Policy	Marijuana Industries Lack of Access to Banking and Financial Services	7/13/2016	Dr. R. Steven Daniels	7/18/2016	NRS

Herndon moved/McGauley seconded, 8-0.

F. **Formal Board affirmation [10]** of previously approved granted **Renewals** since the June 2016 meeting. 12-05, 14-115, and 15-53 also requested modifications with their renewals. Two of these protocols included **Renewals with modifications**. The modifications included adding new student researchers (12-05) and adding a new investigator and a new school site to collect data (14-115).

#	Author	Department	Title	Date Submitted	Faculty Sponsor	Final Approval	Type of Review
03-03	Carol Raupp	Psychology	Establishment of a Participant Pool for the Department of Psychology	1/17/2003		2/4/2003	Standard
11-01	Douglas Dodd & Curt Asher	History/ WSL/Public History Institute	CSUB Campus Oral History Project	1/6/2011		1/9/2011	Exempt
12-05	Matt Leon	Psychology	The Neural Basis of Human Time Perception	1/17/2012		Expedited	2/27/2012
14-65	Tony Alteparmakian	Teacher Education	Effects of STEM Professional Development on Teacher Efficacy in Mathematics	5/30/2014		6/2/2014	Exempt
14-74	Charles Lam	NSM&E	NSF IUSE 1430398-STEM Retention and Graduation: An Integrated Approach	6/11/2014		6/11/2014	Exempt
14-75	Kathleen Gilchrist, Cherie Rector	Nursing	Health Promoting Behaviors of Entering RN-BSN Students	6/24/2014		6/25/2014	Exempt
14-82	Carol Raupp	Psychology	Students' Attitudes and Behaviors Associated with Taking College Courses	9/10/2014		9/12/2014	Exempt
14-115	Calli Lewis	Advanced Educational	Promoting On-Task Behavior During Therapeutic Groups	12/18/2014	Sarah Appleton	5/24/2016, 2/3/2015	Expedited
		Studies, Psychology	Using a Self-Monitoring Tool: A Pilot Study				
15-63	Chris Sanders	Psychology	Project Live Happy: What Makes a Positive Activity Intervention Work?	4/22/2015	Anne Duran	4/28/2015	Exempt

15-83	Yeunjoo Lee and Calli Lewis-Chiu	AES	Program Evaluation of PROJECT PURPOSE (Preparation Using Research-based Practices to Optimize Special Education): A Project Funded by the US Department of Education Project Scholars Grant (ED 524 B)	8/18/2015		9/28/2015	Exempt
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McGauley moved/Velasquez seconded, 7-0 with Duran abstaining on 15-63.

Duran moved/McGauley seconded, 7-0 with Alteparmakian abstaining on 14-65.

G. Modification [3] of previously approved protocols since the June 2016 meeting. 16- 13 added student assistants and updated the inform consent form. 16-32 added recruitment of participants from Facebook and a Nursing Blog. 16-86 added survey information including locus of control, social dominance, and need for closure.

#	Author	Department	Title	Date Submitted	Faculty Sponsor	Final Approval	Type of Review
16-13	Kyle Susa	Psychology	Verbal Facilitation	1/22/2016		1/31/2016	Exempt
16-32	Kathleen Gilchrist & Cherie Rector	Nursing	Health Promoting Behaviors of RNs	3/11/2016	Kathleen Gilchrist & Cherie Rector	3/15/2016	Exempt
16-86	Josh Uhalt	Psychology	Components of Attitudes Toward Others	5/19/2016	Anne Duran	6/7/2016	Exempt

McGauley moved/Herndon seconded, 7-0 with Duran abstaining on 16-86.

H. Formal Board affirmation of protocol **closures [13]** whose authorization have closed since the June 2016 meeting.

#	Author	Department	Title	Date Submitted	Faculty Sponsor	Final Approval	Type of Review
11-117	Sarah Brooks	Office of the Provost	Edvention Partners-Effects of CSU Teacher preparation on K-12 Student Achievement.	6/20/2011		6/20/2011	Exempt
14-51	Melissa Danforth	CEE/CS - NSF SFS Grant	NSF SFS Summer REVS-UP Outreach	5/19/2014		5/20/2014	Exempt
14-117	Calli Lewis	Advanced Educational Studies	Critical Incidents Reported by Novice Teachers in an Alternative Certification Program	12/31/2014 Revision 1/10/2015 Revision 2/20/2015		2/23/2015	Expedited
15-67	Sarah Appleton	Psychology	Self-Efficacy in Counselor Trainees: An Exploration of Clinical Impact	4/29/2015		8/17/2015	Standard
15-69	Brandi Armendariz, Chelsea Griffith,	Philosophy	What Can One do with a Degree in Philosophy from CSUB?	5/1/2015	Debra Jackson	5/7/2015	Exempt

	Emily Lyons, Erin Barker, Ian Rojo, Magda Bogacz, Mariana Sanchez						
15-70	Tej K. Singh	PPA	Recruitment and Retention of Mental Health Professionals in Kern County	5/4/2015	BJ Moore	5/11/2015	Exempt
15-71	Roy LaFever	Athletics/NC AA	Growth, Opportunities, Aspirations, and Learning of Students in College (NCAA GOALS Survey)	5/5/2015		5/6/2015	Exempt
15-74	Sandra Bozarth and Chris Livingston	Library	Open Source and Digital Textbook Survey	5/27/2015		6/2/2015	Exempt
15-76	Calli Lewis-Chiu	Advanced Education Studies	Access to General Education Curriculum and Instructional Materials for Students of Alternatively, Certified Teachers	6/3/2015		6/9/2015	Exempt
15-78	Tracy Kelly, Justin Peppers, Melissa Bradex	Social Work	Teachers' Perceptions of the Effectiveness of the Bakersfield City School District's Summer School Preparation Training	6/15/2015	Roseanna McCleary	6/15/2015	Exempt
15-79	Andrea L. Medina	NSME	How Does an Undergraduate First Year Experience in the Fab Lab Effect Underrepresented Minority (URM) STEM Retention Rates?	7/15/2015	Charles Lam	9/4/2015	Exempt
15-80	Josh Uhalt	Psychology	Scale Development: Logical versus Psychological Opposites	7/27/2015	Anne Duran	10/1/2015	Exempt
15-81	Melissa Danforth	NSME	NSF SFS Dissemination Workshop Survey	7/30/2015		8/24/2015	Exempt

McCleary moved/Herndon seconded, 7-0 with Duran abstaining on 15-80.

Duran moved/Velasquez seconded, 7-0 with McCleary abstaining on 15-78.

I. Continuing Review of Authorized Protocols

1. **Protocol 07-91.** "Evaluation for Kern County Children and Families Commission [KCCFC]" Quarterly Report. Primary readers were all member.

F5K had hired 20 CSUB interns as instructional aides, showing continuing commitment to involving CSUB students. There was discussion of the additional value of involving students in the F5K program evaluation research as possible. Two of the 41 programs in F5K had site visits during the review period. Board members

wondered about the scheduling and anticipated frequency of site visits. The PI should be alerted in order for him to address this when he attends the renewal meeting for Protocol 07-91.

McGauley moved/Duran seconded a motion to accept the quarterly report. 8-0.

J. New Protocol Reviews

1. **Protocol 16-108** [Zachary Hays, Criminal Justice]. Cops, Clergy, and Community. Primary Reviewers were Alteparmakian, Duran, McGauley.

The PI summarized. "Project Cease Fire" [PCF] has been implemented by Bakersfield Police Department [BPD] with limited success. The "Cops, Clergy, Community" [CCC] project involves additional components -- such as peer mentoring, job training, and involvement of neighborhood organizations -- to attempt to further reduce gun violence by working with potential victims and perpetrators. BPD has never collected community satisfaction data. The present project will be a pre/post evaluation of the effectiveness of the combined PCF/CCC intervention. The target neighborhood is a two-square-mile area in East Bakersfield having a high level of gun violence and poor relationships between BPD and the residents. Questions and comments followed.

[**Q:** Question **A:** Answer **C:** Comment]

Q: Many participants would be anxious for the BPD not to have access to their specific responses to the survey. **A:** There will be "household" identifiers by address, but only the PI will have those. **C:** Please emphasize that.

C: Please check the vocabulary level on the consent form and the survey. The Chair can provide links to useful instruments. **A:** Will do.

C: Distinguish more clearly between PCF and CCC, their components, and the timing of the two. **A:** OK.

Q: IRB authorization is for what elements of these overall activities? **A:** It's for the program evaluation part. Accessing BPD gun violence data, having no identifiers, and the mailed and face-to-face survey data collection.

Q: Tell us about the timing of the pre/post parts. **A:** We would like to get the pre-going very quickly as the CCC is about to get underway. It's a two-year program.

Q: Will there be a problem with residents recognizing that they have been "targeted" and becoming non-cooperative? **A:** We will try to diminish that by involving familiar faces in our "teams", including clergy, CSUB students, and community leaders. We will work through community groups and build contacts.

- C:** You will need HSPT for personnel involved in the face-to-face data collection and obtaining of informed consent. We will need those names to verify certification.
- C:** Please get info on length of residence within the target area on the demographic part of the survey and include that in the survey.
- C:** Include the entire survey.
- C:** Use a confidentiality agreement for the face-to-face data collectors and others on the “team”.
- C:** Include the initial contact “script” – what an interviewer will say at the front door.
- Q:** Are you recording the interview? **A:** No, and by “interview” we mean the oral administration of the survey. **C:** Please explicitly state, no recording in the protocol.
- C:** The IRB will waive the normal requirement of written consent, since that is the only record that could link a participant to their data.
- Q:** How many participants are you seeking? **A:** 1,200.
- Q:** What is the novel aspect of this research? **A:** It’s the PCF/CCC combination, the additional training to build on the PCF resources already available.
- Q:** Are you going to publicize this some way to encourage participation? **A:** Yes, we’ll be doing postcard notices in the neighborhood, plus working through relevant community groups.
- C:** You should provide your face-to-face researchers with some safety training. **A:** Will do. The BPD can probably provide something.
- Q:** Will you be collecting data from everyone within the boundaries of the area? **A:** No, only residents.
- Q:** Have you thought about focus groups? **A:** I’ve done focus groups and someone suggested them for this study, but they won’t be included at present. **C:** You could add focus groups as a protocol modification later on, if you wish.
- C:** Please develop your response to the Q24 item on risks and adverse reactions. Include some training for the face-to-face researchers to be able to recognize distress.

The PI was asked to depart and the Board deliberated in executive session. After conditions for approval were established, **Gamboa moved/Velasquez seconded a motion to conditionally approve Protocol 16-108. 8-0.** The PI was so informed when he returned. The conditions were:

1. Place more emphasis on the confidentiality of participation and survey responses in the materials that participants will see.
2. Check the vocabulary level of the consent form and survey materials and revise as needed (try: https://www.online-utility.org/english/readability_test_and_improve.jsp)
3. Describe more clearly the relationship and timing between the PCF and CCC interventions.
4. Provide the names of all personnel who will engage in data collection or obtaining consent of participants, so IRB can verify their certification in Human Subjects Protection Training. Explicitly affirm that the other members of the “team,” such as clergy and community leaders will not engage in the above activities.
5. Submit the demographic information collection tool. Include a question on length of time participants have resided in the target area.
6. Include the complete survey that will be used.
7. Include the initial contact “script” to be followed by the face-to-face interviewers.
8. Include a confidentiality agreement to be completed by members of the team.
9. State explicitly that interviews will not be audio recorded.
10. Revise the consent forms so that there is a check box to indicate agreement to participate in place of signed consent.
11. Describe the safety training that will be provided for the team members going into the target neighborhood.
12. Develop more fully your response to the question about potential risks and adverse reactions. Provide some training to face-to-face interviewers in recognizing and responding to distress and adverse reactions.

Suggestion. The IRB suggests that you contact Tim Ridley, CSUB Director of Safety and Risk Management, see if there are concerns that office might have, such as obtaining waivers of liability from team members as needed.

V. **OTHER CONCERNS:**

Gamboa indicated that the oral history task force has met and discussed issues. The focus was on making submission, review, and authorization of oral history protocols a “fast-track” process, although history faculty continue to prefer no IRB review of such activities. Perhaps the IRB

could develop special oral history review guidelines. Possible “revocation of consent” after participant has reviewed the product is valuable. It was noted that the eventual revisions of federal guidelines might formally place oral histories beyond IRB review.

The Chair mentioned that we should schedule, and promote, two “Brown Bag” IRB orientation sessions for the research community each term. These would be led by the RERC, with Gwen, and possibly members of the IRB attending and contributing, especially community members, as available and interested. These would be through the Teaching and Learning Center.

There was discussion of cultural competence training of Board members, in the context of the recent review of projects that were conducted in a cultural context which afforded the female participants less autonomy and privacy than is normally required by the IRB. Related, it was noted that Board members tend to bring differing perspectives to the review process, which is valued. The RERC wondered if it might be useful to involve community Board members in the expedited review of protocols, which at present only involves faculty members of the IRB.

VI. ADJOURNMENT:

VII. BOARD TRAINING:

A. Assignment: Social & Behavioral Research-Basic/Refresher-Basic Course (Human Subjects Research HSR Series) <https://www.citiprogram.org/>