

HUMAN SUBJECTS INSTITUTIONAL REVIEW BOARD (HSIRB)
CALIFORNIA STATE UNIVERSITY, BAKERSFIELD

Meeting Minutes Spring I: Friday, February 16th, 2018

In Attendance:

Scientific Concerns: Marianne Wilson, Chandra Commuri, Rose McCleary

Non-Scientific Concerns: Nate Olson, Steve Gamboa, Chris Livingston

Community Members: Grant Herndon, Tommy Tunson

Research Ethics Review Coordinator: Isabel Sumaya

Visitor:

Gwen Parnell, GRASP

CALL TO ORDER

The meeting was called to order at 8:04 am by Chair, McCleary.

APPROVAL OF MINUTES

Chair McCleary noted that she saw two typos in the Fall II meeting minutes of 2017 during her first review and then when she went back to write them down she could not find them. RERC said she would go back and review the minutes for any typos and correct them. The minutes of the Fall II 2017 meeting were then approved. Commuri moved and Wilson seconded to approve the minutes. All approved (7-0).

ANNOUNCEMENTS

Welcome New Member Christopher Livingston. The board welcomed new member, Livingston. Livingston is the replacement for nonscientific member, Tony Alteparmakian. Livingston is a librarian that specializes in oral histories. The board was very pleased to add a member that can provide insight into oral history protocols.

Welcome Back Chair, McCleary & Thank You Olson, Interim. Chair McCleary thanked member Olson for serving as interim chair during her time on sabbatical in the Fall of 2017. RERC remarked that Olson did an excellent job covering for the Chair.

Cayuse! New platform no more Qualtrics. RERC praised the change to the upcoming system stating that the new system was going to streamline the submission, review, approval, closure, and maintenance of IRB protocols, making the process more efficient. Parnell let the board know that the roll out would be on May 23rd and that this would allow for working out the bugs so that the system could be up and running by June of this year. Parnell, Sumaya, and McCleary have been undergoing training by the Cayuse Team and all are excited that the new platform will provide a much more automated system for the CSUB community.

Changes to Common Rule...Delay! Chair announced that the changes to the Common Rule have been

delayed. Parnell let the board know that the new implementation date is July of 2018. There was speculation that it would be delayed even further because of issues with congress and getting things done. Another update will be provided at the next meeting in May.

OLD BUSINESS

Update on CSUB FERPA Policy (Sumaya). RERC updated Chair about the latest on the board's progress on developing its own FERPA policy and the discrepancy between what the IT website lists as Directory Information (exceeds FERPA recommendation of confidentiality for student data and only includes the release of name and email address) and what all other school websites list as Directory Information (name, email address, home address, telephone listing, email, date and place of birth, etc. etc.). So, although it was reassuring to the board that our policy exceeds FERPA recommendations, it does not explain why all other school websites list different directory information. RERC provided an update letting the board know the difficulty she encountered just trying to find the responsible person for information on the IT website. She was finally given the info on who to call, Sue Rivera. RERC is waiting for a response from her and will provide an update at the next meeting.

Use of gift cards for participants (Parnell). Parnell provided a handout of two forms that are used by accounting for the use of gift cards. She has been working on editing the forms because they are not written to assure anonymity for the participants that are receiving gift cards for research compensation. Commuri provided an update as he volunteered at the last meeting to meet with accounting to voice the IRB's concerns. This was brought to the forefront because of an approved protocol involving the use of gift cards (PI: Parada) that has been caught up in the crossfire. He reported good news from the meeting that a compromise was reached and that a new policy would be that if a gift card was for 50.00 or less, then accounting would not require the participant to sign for the card thus revealing their identity on the forms. Sumaya then brainstormed about making a question in Cayuse about the use of gift cards and it would be there that the policy would be provided to PIs as they would be asked if they were planning on using gift cards to compensate participants and that if they were then they would be required to assure that they were not using any amount over 50.00. Olson then made a good point that that question should not be limited to asking the PI about the use of gift cards but the use of any compensation. Commuri then made clear that the IRB would have to draft policy about the use of gift cards and that it would need to be approved by the senate. Sumaya then asked if this was something that the senate needed to approve since it was accounting policy. Commuri remarked, yes, because it involved faculty. Sumaya then asked if the board wanted her to draft the policy and the consensus was not at this time as Parnell was still waiting for accounting to provide comments on her proposed edits on the form. Sumaya then asked about Parada situation. The last she had been updated was that Parada was not going to use gift cards because of the uncertainty of the policy. Commuri then told the board that he was pretty sure that she did use gift cards and that her participants did have to identify who they were and sign for the cards. RERC was surprised because Parada was told that this would be a breach of confidentiality. Parnell was not aware of this discovery either. RERC asked Parnell to follow up getting copies of all accounting records for the release of gift cards. Olson commented that if in fact names were on the forms that the PI would need to report an Adverse Event. Parnell and Sumaya will follow up.

Policy & Procedures for IRB Non-Compliance. The board discussed the final draft of the policy and procedures for non-compliance. The final draft included comments by Olson and Sumaya. All agreed with Olson's and Sumaya's edits as noted in the final draft. The board then discussed other edits and they were noted by Sumaya. Parnell brought to the board concerns that AVP Ebong had regarding the actions that the board has in the policy having to do with an investigator found noncompliant. He has asked the board to run the policy by Union Rep, Bruce Hartsell, prior to approval. Parnell speaking on

his behalf, after some discussion the board’s consensus was that the policy is standard operating procedure that all IRB’s have in place for non-compliance consequences not warranting running it through Hartsell. Gwen will tell Imeh the board’s decision. The board does feel it would be a good idea to share the policy with Hartsell once adopted. Chair, then asked for a motion to approve the policy with noted revisions, Tunson moved Olson seconded. All agreed (8-0).

Adverse Events and Unanticipated Event Policy Update [Handout]. Sumaya is still working on the draft to present to the board and has asked to table the review until the next meeting.

NEW BUSINESS

Outstanding Protocol Awards. There were three standard reviews to choose from as outstanding Standard Protocol. After much discussion and debate and finding it difficult to choose one overall outstanding protocol, it was decided to choose an outstanding Faculty protocol (Zach Hays), an outstanding graduate student protocol (Sy Young), and an outstanding undergraduate protocol (Gabriel Ruiz). Sumaya then let the board know that her pick for outstanding exempt would go to student Estrella Amaro-Jepesen as an award for most improved. The board agreed that that would be a good idea to do.

Board affirmation of protocols previously approved under **Standard Review, Expedited Review, Third Party Access** and **Exemption from Full Review** since the November 17, 2017 meeting.

Standard Review [1]

#	PI	Department	Title	Date Submitted	Final Approval	Faculty Sponsor	Type of Review
17-83	Dr. Yong Nathan Li	Social Work	Implementing and Evaluating Active Parenting 4th Edition Among Parents with Children Ages 5-12: A University-Community Partnership in Bakersfield, CA	9/11/2017	1/18/2018		Standard

Wilson moved, Gamboa seconded. All voted in favor to affirm with the exception of Livingston abstaining as he was not on the board at the time the standard review took place (7-0).

Expedited Review [3]

#	PI	Department	Title	Date Submitted	Final Approval	Faculty Sponsor	Type of Review
17-86	Natali Contreras	Kinesiology	Functional Movement Screen Scores in a Group of Cycling Athletes	10/13/2017	1/24/2018	Joshua Miller	Expedited
17-88	Luiza Marques de Oliveira Martins	Health Care Admin	Exploring Mental Health Needs of Student Athletes	10/26/2017	12/12/2017	BJ Moore	Expedited
17-92	Joshua Miller	Kinesiology	Functional Movement Screen Scores in a Group of Weight Training Students	11/6/2017	12/05/2017		Expedited

Herndon moved, Olson seconded. All voted in favor to affirm (8-0).

Third-Party Access to Existing Data [0]

Exemption from Full Review [11]

#	PI	Department	Title	Date Submitted	Final Approval	Faculty Sponsor	Type of Review
17-40	Marcus Valenzuela, Lori Paris	Management & Marketing	Too Much of a Good Thing? A Revised Look at Self-Efficacy and Student Performance	3/21/2017	11/12/2017		Exempt
17-87	Jessica Williamson	Psych	Self-compassion Inductions II	10/26/2017	01/04/2018		Exempt
17-89	Jorge Moraga	Modern Lang & Lit	An Ethnography Study of American Football Fandom in Mexico, 2017	10/29/2017	11/16/2017		Exempt
17-93	Micaiah Lugo	Psych	Stereotypes of Crime	11/6/2017	11/8/2017	Anne Duran	Exempt
17-94	Julianne Mullen, Breana Martinez	Psych	Likelihood and Motivation of Seeking a Mentor: Dunning-Kruger vs. Imposter Syndrome	11/6/2017	11/8/2017	Anne Duran	Exempt
17-95	Paula Ong	Psych	Creativity in Emerging Adulthood	11/6/2017	11/8/2017	Anne Duran	Exempt
17-96	Breana Martinez, Julianne Mullen	Psych	The Impostor Phenomenon and Marginalized Group	11/6/2017	11/8/2017	Anne Duran	Exempt
17-102	Lauren Ash	CSUB Student Health Ser	National College Health Assessment 2018	11/14/2017	11/29/2018		Exempt
17-103	Amanda Grombly	Library	Assessment of Faculty Video Use for Instruction and Library Acquisitions	11/20/2017	12/5/2017		Exempt
17-105	Kyle Susa & Steven Dessenberger	Psych	Translating Vocabulary (TE 5)	11/28/2017	11/29/2017		Exempt
17-106	Marina Shapiro	Chemistry	Evaluating the Competency-Based Education Model in Chemistry 1000 courses	12/5/2017	1/25/2018		Exempt

Herndon moved, Olson seconded. All voted in favor to affirm (8-0).

Board affirmation [4] of protocols submitted and designated as **not** falling within the IRB/HSR definition of human subjects research (**not within HSIRB purview**) since the November 17, 2017 meeting.

#	PI	Department	Title	Date Submitted	Final Approval	Faculty Sponsor	Type of Review
M17-22	John Rivera	PPA	The Impact of California's New Cannabis Law on Kern County; Fiscal, Revenue, and Law Enforcement Considerations	11/2/2017	11/8/2017	Thomas Martinez	NRS

Not Human Subjects Continued- Not Regulated Research Status (NRRS)							
#	PI	Department	Title	Date Submitted	Final Approval	Faculty Sponsor	Type of Review
M17-23	Yohana Barba	MPA	Social Security: Delivering Effective Customer Services	11/3/20	11/8/20	Thomas Martinez	NRS
M17-24	Namitha Thomas	MS Health Care Admin	Bakersfield Advanced Imaging	11/8/20	11/8/20	BJ Moore	NRRS
M17-26	Florita Perez	MS Health Care Admin	Benefits of Required Random Urine Drug Testing	12/5/20	12/11/2	BJ Moore	NRRS

Commuri moved, Herndon seconded. All voted in favor to affirm (8-0).

Formal Board affirmation [5] of previously approved protocols granted **Renewals since** the November 17, 2017 meeting.

#	PI	Department	Title	Date Submitted	Final Approval	Faculty Sponsor	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
07-91	J.J. Wang, Brian Hemphill, Marc Thibault, Jaimie Hogan, Alesha Doherty, David Berri	Corp. for Standards & Outcomes (CSO)	Evaluation for Kern County Children and Families (KCCFC)	9/21/2007	1/25/2008		Standard
15-108	Charles Lam, Kathleen Madden, Jaimi Paschal	NSME	School of Natural Sciences, Mathematics, and Engineering Retention Analysis	12/15/2015		2/8/2016	Exempt
15-105	Jaewon Lee, Rose McCleary, Yong Li	Social Work	Analysis of Perceptions of Successful Aging Among Non-English Speaking Older Immigrants in California	11/13/2015	3/7/2016	Rose McCleary	Exempt
16-171	Kyle Susa	Psychology	Memory Retention 1 (MR1)	12/7/2016	12/8/2016		Exempt

Wilson moved, Gamboa seconded. With the exception of 15-105 which McCleary abstained from because she is a PI, all voted in favor to affirm all other protocols (8-0). For 15-105 Wilson moved, Gamboa seconded (7-0).

Modification [4] of previously approved protocols since the meeting November 17, 2017. The modifications include: the addition of researcher assistants (15-108, 17-54 & 17-80), remove a co- investigator (17-54), and new data collection sites (17-83) and add a new shorter version of survey (17- 83).

#	PI	Department	Title	Date Submitted	Final Approval	Faculty Sponsor	Type of Review
15-108	Charles Lam, Kathleen Madden, Jaimi Paschal	NSME	School of Natural Sciences, Mathematics, and Engineering Retention Analysis	12/15/2015		2/8/2016	Exempt
17-54	Charles Lam, Kathleen Madden, Jaimi Paschal	NSME	NSME DOE Grant Cohort Online Data Collection	4/17/2017	4/02/2017	n/a	Exempt
17-80	Jessica Williamson	Psychology	Self-Compassion Inductions	8/23/2017	9/11/2017	n/a	Exempt
17-83	Nathan Li, Jong Choi & Jaewon Lee	Social Work	Implementing and Evaluating Active Parenting 4th Edition Among Parents with Children Ages 5-12: A University-Community Partnership in Bakersfield, CA	9/11/2017	1/18/2018	n/a	Standard

Olson moved, Wilson seconded. All voted in favor to affirm (8-0).

Formal Board affirmation of protocol **closures [15]** whose authorization have closed since the November 17, 2017 meeting.

#	PI	Department	Title	Date Submitted	Final Approval	Faculty Sponsor	Type of Review
11-01	Douglas Dodd, Curt Asher, Chris Livingston	History/ Walter Stiern Library/ Public History Institute	CSUB Campus Oral History Project	1/6/2011	1/14/2011	n/a	Exempt
3PA 16-10	Kathleen Madden, Associate Dean NSME and Jaimi Paschal, Advising Coordinator NSME	NSME	School of Natural Sciences, Mathematics, and Engineering Retention Analysis	1/19/2016	1/28/2016	n/a	3PA
16-20	Sarah Appleton, Psy.D. Yvonne Ortiz-Bush, Ph.D. Jong Choi, Ph.D. Roseanna McCleary, Ph.D.	Psychology, Educational Counseling, and Social Work	Effectiveness of Training in the Screening, Brief Intervention, and Referral to Treatment Approach	2/5/2016	2/12/2016	n/a	Exempt

<i>Closures Continued</i>							
#	PI	Department	Title	Date Submitted	Final Approval	Faculty Sponsor	Type of Review
16-157	Sarah E. Appleton	Psychology	Impacts of Readiness to Change on Methadone Maintenance Treatment Compliance	11/8/2016	12/14/2016	n/a	Expedited
16-158	April LaGue	Teacher Education: CAFS	Administrator Perceptions of Math Anxiety Levels in Students	11/10/2016	12/2/2016	n/a	Exempt
3PA-16-159	Sarah Appleton	Psychology	Impact of Readiness to Change on Methadone Maintenance Treatment Compliance	11/11/2016	12/14/2016	n/a	Expedited
16-161	Anmol Dhillon	MS Health Care Admin	Analysis of Aspects Leading to Participation in Medical Tourism by U.S. Residents (Tentative)	11/15/2016	11/17/2016	BJ Moore	Exempt
16-162	Ifeanyichukwu Mordi	PPA	Healthcare Managers and the Decision Making Process	11/15/2016	11/16/2016	BJ Moore	Exempt
16-165	Rabia Sohail	PPA (MS-HCA)	Beyond the Glass Ceiling-The Sky is the Limit?	11/19/2016	12/14/2016	BJ Moore	Exempt
16-167	Nicole Jenkins	Master of Science Health Care Administration	Vying for Leadership Roles: Battles Faced	11/23/2016	1/19/2017	BJ Moore	Exempt
16-168	Lauren Ash-Anderson & Erika Delamar	Student Health Services (SHS)	Focus Group- Inclusive Language in Student Health Services	11/29/2016	12/22/2016		Exempt
16-172	Rebecca Callaghan	MS Health Care Administration	STDs: What Have We Been DOING in Kern County?	12/9/2016	12/16/2016	BJ Moore	Exempt
3PA-16-175	Bre Evans-Santiago	Teacher Education	Kern Urban Teacher Residency (Third Party Access to Existing Data)	12/29/2016	1/4/2017		Exempt
3-PA 17-04	Errys Frondarina/ Anu Isaac	Nursing	CPHC Screening Data: Impact of Obesity on Signs on Blood Sugar Screening Results	1/10/2017	1/11/2017	Judy Pedro	Exempt
17-06	Kyle Susa	Psychology	Study Styles Effect on Memory Retention (TE 4)	1/20/2017	1/23/2017		Exempt

For 11-01 and 16-02, Wilson moved, Gamboa seconded, McCleary (16-20) and Livingston (11-01) abstained as they are affiliated with their respective protocols (6-0). For the rest, Tunson moved and Olson seconded (8-0). All voted in favor to affirm all other protocols.

Board affirmation of **Cooperative Agreements [1]** previously approved since the November 17, 2017 meeting.

#	External PI	Department	Title	CSUB PI	Date Submitted	Final Approval	IRB of Record
CA 17-01	Nicole Bauer	Louisiana State University	State Legislator Responsiveness	Ivy A.M. Cargile	12/5/2017	1/5/2018	LSU

Commuri moved, Olson seconded. All voted in favor to affirm (8-0).

Board affirmation of **External Investigator Agreements [2]** previously approved since the November 17, 2017 meeting.

#	External PI	Department	Title	Date Submitted	Final Approval	Date Letter Sent to PI	IRB of Record
EI 17-06	Setarah Tabrizi	Sacramento State University	Multiliteracy Centers: Implementing Critical Change to Transform California State University Writing Centers	11/20/2017	1/4/2018	1/4/2018	Sac State
EI 17-07	Sandra Burns	University of Phoenix	Faculty Cultural Competency Teaching BSN Pre-Licensure Programs California State University (CSU) System	12/14/2017	1/4/2018	1/4/2018	UOP

Olson moved, Herndon seconded. All voted in favor to affirm (8-0).

NEW PROTOCOL REVIEWS (Standard): None

OTHER CONCERNS: None

ADJOURNMENT: The meeting was adjourned by the Chair at 9:46 am.

BOARD TRAINING (Old Business): Chair announced that all board member CITI training must be completed by February 26th in order to remain eligible to serve on the Board as per AVP Ebong. The exception will be the newest members that have been given more time to complete the training. Parnell stressed the importance of completing the modules as these were supposed to be completed in the Fall of 2017.

Other Training (New Business): *Levels of Reviews for Exempt (Sumaya)*. Sumaya provided a “cheat sheet” for the board to use as a reminder of the 6 differing categories for the exempt reviews that she conducts. In our last meeting Herndon requested the possibility to add a column that would specify exactly which of the 6 categories each protocol fell under. Sumaya explained that 99% of the protocols fall under the second category (survey, interviews, data etc.). A discussion then took place about how Cayuse will allow the board to easily go into each exempt protocol and review it for themselves. It was then asked if Cayuse would be able to generate a summary of each protocol. Sumaya doubted that Cayuse could do this. The issue was tabled for the next meeting so that we can gather more information on what Cayuse might be able to do.