

BAKERSFIELD COLLEGE ACADEMIC SENATE

Date of request: __3/14/2017_____

Submitted by: __Lora Larkin_____

Committee name: __Institutional Review Board (IRB)___

All faculty appointments to any college body dealing with academic and professional matters as defined in Title 5 Regulations, with the exception of those specifically called out as being appointed by the bargaining agents, are to be made by the academic senate.

Please clarify your committee by giving the following information.

Purpose/Responsibilities:

The intent of an IRB committee is to have a consistent process for vetting and responding to research requests. IRB committee members at this institution will guide such processes as publishing internal research, collaborating on research with outside institutions, assisting in the completion of graduate work for employees and with undergraduate research with the purpose of protecting research participants and providing information and/or data as necessary. Furthermore, as some institutional grants (e.g., NSF) may require inclusion of an institutional Federalwide Assurance Number (FWA), our committee will be able to provide assurance of our certification that our institution has an active IRB in place.

Committee Composition:

Membership: The committee will be made up of approximately 5 members, including a Chair, Faculty, and Staff, and any interested Administrators and/or Community members are also encouraged to participate. Membership is not limited to the scientific community; a diversity of external viewpoints is essential, though all members will be required to undergo the free, online human subjects training and certification offered through the OHRP. At least two faculty members from a science oriented discipline, one faculty member from a non-science background, and one community member is required to participate.

Reports to:

The IRB committee must initially register for certification with the Institutional Review Board with the Office of Human Research Protections (OHRP) under Health and Human Services. Unless there are plans to run clinical drug trials, the IRB will not need to be certified with the FDA. FERPA training will also be included. The committee will maintain adherence to the American Psychological Association's (APA) ethical codes, especially with regard to research practices and the use of research with individuals among our campus community. The IRB

Committee activities will also adhere to the policies and practices required of all committees on the BC campus.

Timeline for Completion:

The IRB committee wishes to begin collaborations as soon as possible with an anticipated official establishment of Fall 2017.

Meetings:

Committee members will convene approximately 2-3 times per year, however, members may collaborate and review research electronically as needed throughout the academic year.

Reporting:

Findings/Recommendations:

**All Faculty appointments are made by the Academic Senate*