

## 2024-2025 End Committee Report Form

**Committee:** Institutional Review Board (IRB)

**Chair:**  
Areum Jensen

**Chair-Elect for 2025-2026:**

Areum Jensen, [areum.jensen@sjsu.edu](mailto:areum.jensen@sjsu.edu), 408) 924-8153

**Number of Meeting held:**  
3

(Please include phone/zip/email if available)

### Items of Business Completed 2024/2025

1. Full review (IRB#24-194, #25-131)
2. Extension of continuing review protocols: 2 protocols are passed to be extended.
3. IRB orientation: submission stats, updates, & tips for new reviewers, meeting ground rules (video, use of AI chatbots, confidentiality, recusals, review timelines), member questions, how to access training protocols.
4. IRB Mentor system training: A new online platform for IRB application submission and review.
5. IRB continuing education: FDA NSR Device determination (FDA Decision Flowchart for Studies Involving Devices)
6. Conducting audits of pre-Mentor protocols (IRB #F16135 and #22182): investigated, closed, statement with action items sent)

### Unfinished Business Items from 2024/2025

1. A new IRB Mentor system is launched in June 2023. Training for reviewers will be continued for new IRB members. In addition, a few features were added and modified since the launch. We will continue the new IRB Mentor system training.

### New Business Items for 2024/2025

1. Continuing IRB Mentor training for new IRB members.
2. Full reviews
3. Extension of continuing review protocols

**Please email to [senate@sjsu.edu](mailto:senate@sjsu.edu) by June 14, 2025**