

Executive Committee Meeting Minutes November 18, 2025

Present: Adriana Tremoulet, Borsika Rabin, Christina Chambers, Colin Depp, Davey Smith, Gretchen Bandoli, Jamison Langguth, Katie Fisch, Kathryn Gold, Liz Johnson, Mark Wallace, Maryam Gholami, Mike Hogarth, Paul Watson, Raul Lizarraga, Sam Ward, Shane Crotty, Stephanie Farrell, Suzanne Page

Absent: Amertah Perman, John Ayers

Guests: Su-Yin Chang, Blanca Melendrez, Caroline Ignacio, Neil Dutcher, Bekah Yohe-Lawrence

Recorder: Nancy Giordanengo

Agenda Item	Notes	Action Items, Comments
Call to Order	Davey Smith called the meeting to order at 2:30pm.	
Opening Remarks (Davey Smith)	<p>Davey provided updates on several initiatives, including the upcoming submission by Sam Ward of an RC2 application for the Human Organoid-Clinical Integration Network.</p> <p>Progress is being made on subsidies for the Linda Vista Clinic and the implementation of new dashboards to track service impact across units.</p> <p>Population Science and Community Engagement, Biomedical Informatics, Translational Research Technology, and Center for Clinical Research Units are undergoing strategic planning.</p> <p>The External Advisory Committee meeting (combined UM1 and K12) will be scheduled for March or April 2026.</p> <p>Discussions are underway with VCHS to clarify the future of clinical research space on the Hillcrest campus.</p> <p>Reinvigorated the pilot grant and voucher program to accelerate early stage investigator success.</p> <p>The Grant Accelerator program, which supports the RC2 application, is launching. Considering recharge or FTE options.</p>	Unit leads: Provide feedback or questions on the new dashboards tracking usage and service impact, especially improvements or better alignment with NCATS evaluation requirements.
Approval of September 16 Meeting Minutes	The committee approved the September meeting minutes by consensus.	

Element E (Sam Ward)	Sam presented an overview of Element E, a grant component aimed at addressing high-priority CTS roadblocks. Element E has three main aims: selecting projects, utilizing data-driven methodologies, and training future CTS scientists. Sam emphasized the flexibility of the grant's budget over seven years, allowing for addressing translational science issues as they arise. He emphasized the importance of selecting projects that could lead to publications and adoption by other CTSA while also addressing local issues.	CTSA Hub Directory https://ccos-cc.ctsa.io/resources/hub-directory CTSA Groups and Meetings https://ccos-cc.ctsa.io/groups
Education & Workforce Development Updates (Colin Depp, Adriana Tremoulet)	Adriana provided updates on the K12 Mentor Career Development Program, highlighting that applications are due by November 21, with five completed and 23 draft applications received for three slots, and additional institutional support allowing for more scholars. Adriana and Colin discussed the development of the Leadership Academy, which aims to provide mentorship and training for junior faculty, and workforce development programs, including grant writing courses and mentor training. Colin provided updates on the pre- and post-doctoral programs aimed at career development, and an AI workshop series in collaboration with UCI to enhance research skills and tool usage.	Adriana/Colin: Rename the Leadership Academy to avoid confusion with similar campus programs.
Biomedical Informatics (BMI) Updates (Mike Hogarth)	MCC CTO: As of Nov 1, they now enter their own calendars/protocols. Epic CTMS Immersion Visit Report: Identified many current opportunities for automation, including eligibility extraction, protocol/budget importing, severe adverse events (SAE) notification. The report will be shared with interested parties upon request. E-Recruitment Service Launch: The e-recruitment service is targeted for launch in March 2026. Assigned team members have begun preparatory work. E-Consent: Ongoing evaluation of electronic consent solutions—including REDCap, Florence, and Epic Research Consent continues following initial pilots that began in May. Epic Integration for Research-Only Participants: Collaboration with the IS department is underway to enable light Epic registration for research-only participants, supporting MyChart communication and trial engagement. Cost-Neutral Service Models: The team will explore and implement cost-neutral models for	Mike: Present to the Community Advisory Board.

	the BMI unit, such as one-time per-study fees and annual subscriptions for non-trainees, and will solicit input from stakeholders.	
Biostatistics, Epidemiology and Research Design (BERD) Updates (Liz Johnson)	<p>BERD reported multiple active collaborations, including a published and widely cited manuscript with Dr. G. Ho, an award-recognized abstract with Dr. Schuster, and ongoing manuscript and presentation work with Dr. Von Drygalski.</p> <p>Overall, the team supported 79 pre-award and 24 post-award requests for 73 investigators, achieved a 61.6% billable rate and 71.6% utilization rate, contributed to 17 research outputs (including two published manuscripts), and assisted with 41 walk-in consultations.</p> <p>Lin requests support in promoting and introducing our paid and walk-in services to other departments and teams.</p>	Su-Yin and Liz: Meet with Lin Liu to discuss strategies to increase recharge income for BERD.
Population Science & Community Engagement Updates (Borsika Rabin, Tina Chambers)	<p>Community Advisory Board: The 11-member Community Advisory Board (CAB) representing community, clinical, and academic leaders held a meeting on November 5, 2025. Members aligned around equitable, community-driven translational research and expressed strong commitment to long-term, bi-directional partnerships. Key priorities included community-led research tied to local health assessments, data collaboration, clear and transparent communication, policy-focused impact, and practice-based research support.</p> <p>Community Engagement: On October 21, CAB members Tana Lepule and Blanca Melendrez presented at the CTSA CE Brokers Meeting emphasizing co-creation, shared power, equitable compensation, and community-friendly institutional systems. They highlighted research as a pathway to policy change and stressed that authentic relationships, not grants, form the infrastructure of collaboration.</p> <p>Translational Science Benefits Model Presentations: PopSci Program Manager Kera Swanson delivered a TSBM-specific presentation at the San Diego Center for AIDS Research Early-Stage Investigator Retreat on November 13, showcasing tools such as TSBM Impact Profiles to strengthen research dissemination. Additionally, Kera's poster was presented at the Annual Fall CTSA Meeting on October 22-23.</p> <p>DISC: The DISC consultation form was expanded to include PopSci-related requests, with one consultation already completed (ACTRI K12).</p>	

	<p>Work began on identifying community engagement and D&I assessment instruments, with one instrument added to the D&I Models in Health Webtool.</p> <p>Community Research Methods: Gretchen delivered a 3-part series on methods to Pediatric fellows. CRM integrated community focused pilots in the pilot call.</p> <p>Center for Community Health: The Center for Community Health secured \$19.6M from CDSS to support statewide programs for refugee and newcomer youth and families. Seven COI Mini-Grant awardees were announced, totaling \$40,000. A community-engaged, mixed-methods research protocol on adolescent substance use was published in <i>Frontiers in Public Health</i>.</p>	
Evaluation Updates (Maryam Gholami)	<p>Maryam provided the evaluation update, including progress on dashboards and continuous improvement activities.</p> <p>The UL1 final RPPR is being submitted and the UM1 annual RPPR is under preparation. All units will update dashboards by the end of November and drafts will be sent out in December.</p> <p>Recent evaluations include patient satisfaction, BMI post strategy meeting, All Team meeting satisfaction, CCR PI Town Hall, and CADRE PI feedback.</p>	
Center for Clinical Research (CCR) Updates (Mark Wallace, Kate Gold)	<p>As of July 15, the L2 clinic had 41 visits. The La Jolla clinic has 36 active studies open to enrollment, 95 active PI's, and 7367 completed visits year to date. Linda Vista completed 29 visits year to date.</p> <p>Discussions continue with Rady's regarding cost, staffing and study transition.</p> <p>The first quarterly CRC Town Hall was held on August 27. Since then the Clinic visit cancelation process has been updated.</p> <p>The first quarterly PI Town Hall took place on November 12. PI's had little feedback, comments, suggestions.</p> <p>The new Faculty Advisory Council has been selected and met on November 14.</p> <p>Clinical Trial Support Services is currently seeing a robust portfolio of 70 active studies. Due to sustained demand for regulatory support, there is a waitlist of 3 studies. The unit is expanding support for pediatric research.</p>	

	<p>Clinical Research Coordinators are providing services for 50 trials that include 5 studies at Linda Vista. They are preparing, along with the Clinical Trials Support Services, the next cohort of the Clinical Trials Training Program in the spring of 2026. Will consider hiring graduates as new Clinical Research Coordinator Assistants.</p>	
<p>Center for Computational Biology and Bioinformatics (CCBB) Updates (Katie Fisch)</p>	<p>CCBB vouchers are fully allocated, awarding early scientist for otherwise unfunded research.</p> <p>CCBB completed 232 consultations in 2025, collaborated on four high-impact publications, submitted a P50 grant with two PIs where CCBB will function as the computational core for the project, and will submit an R03 application with Tina Chambers for the October deadline, building on previous collaboration between CCBB and Tina.</p> <p>CCBB continues to increase awareness of their services by recently presenting at four department seminars. A flyer was developed and will be emailed to grad programs and posted around campus.</p> <p>Upcoming priorities include external business development, R50 application in December for salary support for a research software engineer, develop automated genome alignment, quantification, and variant calling for all datasets sequences at IGM.</p>	
<p>Next Steps and Announcements (Davey Smith)</p>	<p>The December EC meeting has been canceled.</p>	
<p>Next meeting Jan. 20, 2:30-4:00</p>		