

Executive Committee Meeting Minutes August 26, 2025

Present: Davey Smith, Colin Depp, Kathryn Gold, Mike Hogarth, Liz Johnson, Christina Chambers, Sam Ward, Borsika Rabin, Jamison Langguth, Paul Watson, Stephanie Farrell, Raul Lizarraga, Shane Crotty, Suzanne Page

Absent: Mark Wallace, Adriana Tremoulet, David Boyle, John Ayers, Amertah Perman

Guests: Carlos Rojas, Su-Yin Chang, Karole Ignacio, Leander Lazaro, Bernadette Cale, Bekah Yohe, Gretchen Bandoli, Blanca Melendez, Katie Fisch

Recorder: Nancy Giordanengo

Agenda Item	Notes	Action Items, Comments
Call to Order	Davey called the meeting to order at 2:30pm	
Opening Remarks (Davey Smith)	Davey welcomed the committee members and guests.	
Approval of July 15 Meeting Minutes	The committee approved the May meeting minutes by consensus.	
Presentation: The ACTRI Partnership Blueprint (Bekah Yohe)	Bekah presented ACTRI's vision to connect communities through partnerships and resources, focusing on advancing translational science and reducing barriers to better treatments. She outlined the organization's offerings, including access to events, mentorship, and support for study design and recruitment, as well as its partnerships with various institutions. Bekah emphasized the importance of measuring value through strategic alignment, workforce development, and research impact, and discussed plans to deepen engagement efforts and adapt resources to meet evolving needs.	Borsika Rabin and Maryam Gholami will work with Bekah on setting up a partnership quality measurement system.
Update on the Status of the CTSA UM1 & K12 Awards (Davey Smith)	<p>The Notice of Award was received on July 23, 2025, for both the UM1 and K12 programs. The UM1 was fully funded, with a start date of August 1. The K12 received a small decrease in funding, totaling \$7,722 per year, also beginning on August 1.</p> <p>We collaborated with Health Sciences Communications to prepare a press release, which was shared with the Union-Tribune and UC San Diego Today.</p> <p>The team is currently working on developing a workplan for both the UM1 and K12 programs, including objectives, deliverables, and KPI metrics.</p>	

<p>Biomedical Informatics Updates (Mike Hogarth)</p>	<p>BMI is currently working on restructuring services and staffing to better meet organizational needs.</p> <p>New Offerings:</p> <ul style="list-style-type: none"> • An e-recruitment service using MyChart and REDCap, based on a recharge model billed per hour of effort. • Automated transfer of REDCap e-Consent PDFs directly into the patient's EHR within Epic. • Integration of REDCap with Epic to enable automated transfer of clinical trial data into REDCap directly. <p>Rethinking Existing Offerings:</p> <ul style="list-style-type: none"> • We are also evaluating and updating current offerings. • Recharge rates may be adjusted from the current \$128/hour to approximately \$145/hour. • Services that are currently free, such as REDCap subscriptions, may begin to incur a charge (estimated at \$15/month). • DECS will offer expanded recharge-based services, including consultation and assistance with Epic Cosmos. <p>Epic CTMS "immersion" meeting is scheduled for Oct. 2-3, 2025. Mike encouraged attendance to provide input.</p>	<p>Mike will share details about the EPIC CTMS Immersion meeting.</p>
<p>Center for Clinical Research Updates (Bernadette Cale, Kate Gold)</p>	<p>Bernadette provided updates on the La Jolla clinic current status, including 260 active clinical trials (Phase I studies = 9) , 8,677 visits in 2024, and plans to meet or exceed this year's target. Additionally, she introduced the new L2 clinic, which opened July 15 and has already hosted 27 visits.</p> <p>The opening of the Linda Vista clinic had a start with 17 patient visits and 6 active studies. Plans to hire 4–5 Clinical Research Coordinators under UCSD employment. Rady implemented a new requirement that all new studies be conducted in the Linda Vista clinic for both outpatient and hybrid studies. The target is to achieve greater than 75% utilization of the Linda Vista clinic by January 2026.</p> <p>The Faculty Advisory Council, chaired by Jeremy Pettus, is preparing for its next planning meeting for August 27. During this meeting, the Council will finalize its new charter, select new faculty members, and plan quarterly PI forums.</p> <p>Kate discussed ongoing efforts to gather feedback on the Center for Clinical Research, including a recently completed clinic satisfaction survey and upcoming quarterly research coordinator forums. She also mentioned the renewal of the clinical trials boot camp program and the implementation of e-binders to reduce paper usage.</p>	<p>Davey to share barriers to Linda Vista clinic utilization with Christina Chambers for feedback.</p>

	<p>Kate shared that compounding operations have been temporarily relocated to the Hillcrest IDS site while ventilation upgrades at the ACTRI location are underway. A medical courier service will transport compounded drugs from Hillcrest to the ACTRI clinic as needed. The fan upgrade for the compounding area has been delivered, and the tentative project completion date is targeted mid-December. Additionally, a standard operating procedure for handling hazardous drugs is being developed to support staff compliance and training.</p>	
Community Engagement Updates (Tina Chambers, Borsika Rabin)	<p>Borsika provided an overview of activities, including integrating activities from the originally submitted proposal with the revised non-submitted proposal. Also discussed is the UC BRAID Community Engagement retreat in Sacramento on September 10-11, where Borsika and three community partners will attend and co-present on CEDI community-engagement strategies. Borsika and Paul Watson will serve as discussants/facilitators during the meeting.</p> <p>Borsika also highlighted the formation of a Community Advisory Board with 14 confirmed members and their focus on addressing questions and priorities for their first meeting. Additionally, she mentioned upcoming trainings on the Translational Science Benefits Model and future town halls, with plans to finalize various activities soon.</p>	Borsika will report findings and strategies from the UC BRAID retreat.
Next Steps and Announcements	<p>Davey shared that he created an AI chatbot tool for TSMB to use for academic promotions. Borsika requested the tool to use for workshop materials.</p> <p>Colin shared we had open calls for pilots and K12s and they are open for submissions. Gretchen added the response was far-reaching with great response.</p>	
Next meeting September 16, 2:30-4:00		