

Executive Committee Meeting Minutes September 16, 2025

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

Absent: John Ayers, David Boyle, Amertah Perman, Shane Crotty

Guests: Carlos Rojas, Su-Yin Chang, Bekah Yohe, Gretchen Bandoli, Sophie Staschus, Blanca Melendrez, Brin Rosenthal

Recorder: Nancy Giordanengo

| Agenda Item | Notes | Action Items, Comments |
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| Call to Order | Davey Smith called the meeting to order at 2:30pm | |
| Opening Remarks (Davey Smith) | Davey welcomed the committee members and guests. | |
| Approval of August 26 Meeting Minutes | The committee approved the August meeting minutes by consensus. | |
| Education & Workforce Development Updates – Leadership Academy (Colin Depp) | <p>Colin reviewed the various workforce development initiatives; CREST, CADRE, K12 grant support, MedGap, CRC training program, and highlighted the active K12 scholars.</p> <p>Leadership Academy: Colin presented the new Leadership Academy concept, which aims to train future leaders in clinical and translational research by supporting early career faculty with salary coverage for a two-year associate director role. The program would involve a 10%-time commitment, with participants developing process improvement projects and presenting at executive meetings.</p> <p>The unit directors were asked if they needed such positions and provide feedback on potential challenges and partnerships. They were also asked to consider serving as senior mentors for Leadership Academy participants.</p> <p>The program is planned to launch in late 2025, with an internal RFA to be issued for interested units to submit scope of work proposals.</p> | <p>Colin and Adri:</p> <ul style="list-style-type: none"> • Develop scope of work • Create visual materials showing different leadership development tracks available to faculty and students <p>Colin:</p> <ul style="list-style-type: none"> • Coordinate with other campus leadership programs to avoid duplication of efforts <p>ACTRI units:</p> <ul style="list-style-type: none"> • Propose potential scopes of work, create detailed job descriptions (including tasks, supervision, and goals), and identify possible process improvement projects |

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| <p>Presentation: Collaboration, Engagement, Dissemination and Implementation (CEDI) (Borsika Rabin, Gretchen Bandoli, Blanca Melendrez)</p> | <p>Community Health and Research Updates: Borsika, Blanca, and Gretchen shared updates on Pop Sci's new engagement, dissemination, and implementation efforts. Blanca highlighted the Center for Community Health's work advancing health equity through strategic planning, impactful partnerships, and research initiatives. Gretchen introduced the revamped Community-Engaged Research Methods unit, which is formalizing principles and guidelines for community-led research.</p> <p>ACTRI Research Support Evolution: Gretchen described ACTRI's growing role in supporting CETI units with study design, data analysis, and grant writing. She noted the acquisition of the MarketScan database and plans to expand research tools like Cosmos to enhance support for community-focused projects.</p> <p>CEDI Unit Achievements: Borsika outlined CEDI's work since 2020, including consultations, seminars, workshops, and internships. Key accomplishments include 12 D&I consultants, the Translational Science Benefits Model, and the DNI Models web tool. She announced new HIV-related funding and upcoming events.</p> <p>UC Braid Community Engagement Meeting: Borsika shared her experience as a faculty representative at the recent UC Braid meeting. She highlighted the presence of three community partners, including Paul Watson, and mentioned the use of RISE principles to organize the meeting.</p> | |
| <p>Evaluation Updates (Maryam Gholami)</p> | <p>Maryam presented updates on various units within ACTRI, highlighting achievements in workforce development, community engagement, research integration, informatics, and evaluation. She discussed specific accomplishments, including training programs, community outreach, grants received, and the establishment of various tools and datasets for research and evaluation.</p> <p>Maryam also outlined upcoming tasks, including submitting the UL1 final RPPR and preparing for the UM1 RPPR due in March 2026. The Evaluation Unit's recent publications and national representations were also highlighted.</p> | |
| <p>Biomedical Informatics (BMI) Updates (Mike Hogarth)</p> | <p>Mike discussed plans to implement electronic recruitment services using MyChart, change the consent process through REDCap, and launch a quarterly showcase series. He also addressed the need to comply with NIH requirements for handling controlled data, with an NIST compliant environment expected within a few months.</p> | |

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| <p>Center for Clinical Research (CCR) Updates (Mark Wallace, Kate Gold)</p> | <p>The first quarterly CRC Forum was held on August 27. Planning is underway for the first quarterly Principal Investigator (PI) Forum, which is expected to take place in mid-October. In addition, a planning retreat with the Center for Clinical Research (CCR) faculty and staff leadership is being scheduled for mid to late October.</p> <p>This month, the patient experience survey will be launched. The outcomes from this survey, along with key findings from the recent clinic survey, the CRC Forum, and the upcoming PI Forum, will be reviewed.</p> <p>Meanwhile, the Faculty Advisory Council is actively recruiting new members to expand its engagement and representation.</p> <p>The Clinical Trials Support Services (CTSS) team continues to provide vital assistance to investigators in navigating FDS submissions. Year-to-date, the team has completed 7 high-impact consultations and advanced 5 FDS submissions. Additionally, the team has supported investigators at Rady Children’s Hospital by facilitating 5 initial IRB submissions, 2 renewals, 24 amendments, and providing project management support for 13 studies.</p> <p>The Clinical Research Center team has conducted 5 new consultations and reports. One notable study led by Dr. Bird is now fully utilizing the Linda Vista clinic’s services, including space, staffing, lab resources, and investigational product (IP) administration. There is also an active collaboration with the Liver Transplant Department for database management in support of a multisite study.</p> | |
| <p>Center for Computational Biology and Bioinformatics (CCBB) Updates (Brin Rosenthal)</p> | <p>Brin highlighted a recent publication in Cell Stem Cell paper, led by Dr. Thomas Whisenant in collaboration with Dr. Catriona Jamieson, which explores how low Earth orbit affects hematopoietic stem cells.</p> <p>Voucher availability has sparked strong interest—two awarded, two in progress. CCBB has supported 202 consults and projects in 2025 to date. She presented at two departmental seminars advertising CCBB services with two more upcoming presentations in October.</p> <p>Collaborating with various grant submissions and plan to apply to R50 in December for salary support for a research software engineer.</p> | |
| <p>Next Steps and Announcements (Davey Smith)</p> | <p>The October EC meeting has been canceled.</p> | |
| <p>Next meeting Nov. 18, 2:30-4:00</p> | | |