

## **CTSA Consortium Oversight Committee Meeting**

July 15, 2008

1:00pm-2:00pm

### **Attendees:**

L. Berglund, UC Davis; R. Califf, Duke; B. Alving, NCRR; F. Arnett, Texas; J. Atkinson, NIDCR; G. Bernard, Vanderbilt; R. Clark, San Antonio; B. Collier, Rockefeller; E. Collier, NCRR; M. Drezner, UWisconsin, Madison; B. Evans, Washington; R. Filart, NCRR; D. Ford, Johns Hopkins; H. Greenberg, Stanford; L. Guay-Woodford, Alabama; A. Hayward, NCRR; G. Hunninghake, Iowa; R. Jackson, Ohio; T. Johnson, Yale; L. Nadler, Harvard; I. O'Quinn, NCRR; D. O'Quinn, Iowa; T. Pearson, University of Rochester; H. Pincus, Columbia; K. Polonsky, UWashington; S. Reis, Pittsburgh; D. Robertson, Vanderbilt; D. Roth, Duke; J. Sands, Emory; M. Scheideler, NINDS; H. Selker, Tufts; H. Shamoan, Einstein; A. Shekhar, Northwestern; R. Sokol, Denver; J. Solway, Chicago; D. Stevens, Emory; B. Tai, NIDA; E. Topol, Scripps; T. Yarbrough, Vanderbilt; P. Watkins, North Carolina

### **Summary of Pittsburgh Operations Group Meeting**

The CTSA Consortium Oversight Committee (CCOC) Operations Group refined the mission and prioritized activities for the consortium at its preliminary strategic and governance planning retreat in Pittsburgh, July 8<sup>th</sup>. The first half of the one day retreat focused on mission definition and strategic prioritization, and the second on implementation planning. The CCOC created an Ad Hoc Governance Working Group that will assist with evaluation of committee structure, and development of policies to assist in the implementation of the consortium strategic plan. The members of the Governance Group are Gary Hunninghake, Gordon Bernard, Becky Jackson, Walter Koroshetz, Anthony Hayward, and Iris O'Quinn.

Implementation planning focused on the following three areas:

- **Committee, Roles and Operations:** The current committee/workgroup structure and meeting frequency are to be reviewed, and consistent evaluation criteria established in order to align and measure consortium activities against the strategic plan.
- **Consortium Communications Requirements:** It was clear that overall communications need to be improved both from CTSA as a whole and from each institution in identifying personnel with certain expertise/functions. Specifically, it was agreed to more rapidly link NIH IC Directors and key CTSA staff in specific areas.
- **Regional Consortia and Non-CTSA Institutions:** There was the recognition of the potential need for the tracking of and outreach to non-CTSA institutions for cross pollination purposes.

The next steps are to elicit input on the draft strategic plan from Chairs and co-Chairs of CTSA Committees and Workgroups and identify implementation steps and priorities at the upcoming face to face meeting of the CCOC in October. At that time, the strategic plan will be finalized.

Participants discussed the following:

- The Northwest region is conducting a social network analysis; next meeting will be in Seattle. Nora Dsisis is the contact.
- The National Biobank concept is a priority and needs to be further explored.
- The strategic plan should elicit and incorporate input from the Pediatrics Oversight Committee.

To prepare for the October 6 – 7 face to face meeting, committee chairs are asked to provide executive summaries, and PI liaisons will then update the CCOC on progress and activities of their respective committees.

### **Other Business**

The Administrative Supplements applications will be reviewed by the first week of August and decisions are expected shortly after.

To better enable productive meetings, the CCOC Operations Group will meet via a conference call (unless there are presentations which require the use of Adobe Connect) on the second and fourth Tuesday, 1:00-2:00pm, ET, from this point forward until the October face to face meeting. All CCOC members are invited to join these Operations Group calls. The next meeting will take place on Tuesday, July 29<sup>th</sup>, 1:00-2:00pm, ET.

### **Action Items**

- Seek input from Committee and Workgroup chairs and co-chairs on the draft strategic plan (Berglund, Califf, Hayward)
- Draft executive summaries of activities and milestones for each committee/workgroup (Chairs/co-Chairs)
- Prepare Committee and Workgroup updates for the CCOC face to face meeting, October 6-7, 2008 (PI Liaisons)
- Provide updated meeting schedule (Lee)

**The meeting adjourned at 2:00pm.**