

# COHS Assembly Executive Committee Minutes

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Wednesday, January 11, 2022, at 3:00-4:00 p.m.; COHS 5020 and Zoom

Meeting attendees are **bolded**

## Members

- **Chair:**  
**Andrej Luptak, PhD**
- **Immediate Past Chair:**  
**Kam Kalantar-Zadeh, MD, MPH, PhD**
- **Chair-Elect: Mark Linskey, MD**
- **Melissa Pinto, PhD (SON)**
- **Michelle Fortier, PhD (SON)**
- **Frank Meyskens, MD (SOM)**
- Anne Calof, PhD (SOM)
- **Michael Hoyt, PhD (SPH)**
- **Masashi Kitazawa, PhD (SPH)**
- Olivier Civelli, PhD (SPPS)
- **Claudia Benavente, PhD (SPPS)**

## Committee Chairs

- **Affiliated Health:**  
**Alexandre Chan, PharmD, MPH (Interim)**
- **Interprofessional Education:**  
**Cheryl Wisseh, PharmD, MPH (Interim)**
- **Interdisciplinary Research:**  
Jung-In Park, PhD (Interim)
- **Library:**  
**Kam Kalantar-Zadeh, MD, PhD (Interim)**
- **Planning and Budget:**  
**Anjan Batra, MD (Interim)**
- **Rules, Jurisdiction, and Organization:**  
**Zuzana Bic, PhD (Interim)**
- **Space Resource Allocation Advisory:**  
**John Chaput, PhD (Interim)**

## Ex-Officio Members

- Steven Goldstein, MD, PhD: Vice Chancellor, Health Affairs
  - **Sheefteh Khalili, PhD: Chief of Staff/AVC Administration, Health Affairs**
- Michael Stamos, MD: Dean, School of Medicine
- Mark Lazenby, RN, PhD, FAAN: Dean, Sue & Bill Gross School of Nursing
- **Jan Hirsch, PhD: Founding Dean, School of Pharmacy & Pharmaceutical Sciences**
- **Bernadette Boden-Albala, DrPh.: Founding Dean, Program in Public Health**

## Meeting Minutes

- I. **Updates from COHS, the schools and standing EC committees**
  - a. Sheefteh Khalili - Office of the Vice Chancellor for Health Affairs

The Falling Leaves Foundation Medical Innovation Building design and construction team was selected, and groundbreaking will begin in the next few months. There are not yet updates about research space within the building as the timeline is currently being established. The COHS building is almost at full build-out, all classrooms to be fully occupied by Spring and all units have fully or partially moved in.

    - i. Andrej Luptak suggested that John Chaput, chair of Space Resource Allocation Advisory committee would be the representative to discuss updates with about progress on the Falling Leaves Foundation Medical Innovation Building.

- ii. Andrej Luptak asked what has been done to address space issues that arose in previous meetings related to a lack of private/lockable research spaces.
  - iii. Sheefteh Khalili clarified that space in the COHS building was assigned to each Dean. Specific needs of the faculty were discussed, and those decisions are being made at the individual school level.
  - iv. Andrej Luptak shared if school reps identify issues in the future to please bring these to him or the assembly.
- b. Jan Hirsch – School of Pharmacy and Pharmaceutical Sciences  
The SPPS Dean’s suite has moved into the 5<sup>th</sup> floor and a few centers on the 4<sup>th</sup> floor in the new COHS building. The department of clinical pharmacy has moved to Berk Hall and SPPS will now be utilizing Berk for other SPPS faculty and space. PharmD students are taking classes in the new COHS building. The UAW strike and negotiations were settled, and they are now working through other topics with their chairs.
- c. Bernadette Boden-Albala – Program in Public Health  
PPH has filled the entire third floor and the Dean’s suite on the fifth floor. They worked with their faculty to determine research and space needs within the COHS building. There are a few minor structural issues being worked through with building management group (i.e., signage). They continue to work with the VC Health Affairs and the Provost about the need for bench science space. The school pre-proposal/proposal has been looked at by the system-wide Senate. Informal feedback was positive and they are now waiting on formal feedback are now closer to official school status.
- i. Dean Boden-Albala encouraged that the Assembly think about research infrastructure from the vantage point of the COHS instead of just individual schools. The IRB timeline and approval is one example of an administrative challenge that all schools are facing and that could be tackled as one COHS.
  - ii. Andrej Luptak suggested that the research committee reach out to the schools to collect data. Part of the solution could be that the office of research add more members on the committee for COHS.
  - iii. Frank Meyskens suggested we invite an NIH representatives to share about changes happening with research in a COHS-wide symposium. Andrej Luptak suggested office of research should be involved in this as well and Frank Meyskens and Associate Deans could begin a discussion.
- d. Alexandre Chan – Affiliated Health Committee  
The work of his committee has shifted compared to what is written in the by-laws. This committee will be on standby for now given this shift and future updates to the by-laws will be needed.
- i. Andrej Luptak shared that by-laws will be update in the future and brought to this group for discussion.
- e. Anjan Batra – Planning and Budget  
The planning and budget committee has a need to determine their purpose as it relates to the COHS. There already exists a committee on planning and budget in the SOM and the differentiation is unclear. The charter for the COHS planning and budget committee should come in collaboration with the School of Medicine and central administration.
- f. General Discussion – COHS Assembly Committees Scope of Work  
A general question came up about the purpose of committees given some have not had clear objectives or work.

- i. Andrej shared that some of the committees were developed in a forward looking way with the anticipation that there would be more work in the future. By-laws were written with potential.
- ii. Sheefteh Khalili added that decisions will be deferred to this group. There isn't necessarily a set of work for the committees. If there is work or things to be brought to committees that will be done, but it is important
- iii. Mark Linskey suggested that bottom-up development of committees could be a solution and committee work could be based on the interests and input from the membership. This approach could help create stronger COHS by-laws.

g. General Discussion – IT Issues

IT issues across the schools were brought up as another challenge. The balance between health sciences IT and campus IT. Many attendees agreed this is a challenge.

- i. Sheefteh Khalili shared that the initial plan to centralize IT support created another set of issues. At this time, each school has hired someone in IT to navigate both sides. The Provost is aware of this issue. We as a COHS need to continue to be specific about the issues (i.e., research side, administrative side). This topic will be added to a future VCHA Cabinet discussion.

II. **Discussion of Committee Chairs, Membership, and By-laws**

- a. An interest survey was conducted in fall 2022 and will be shared with each committee chair along with the description of each committee from the by-laws.
- b. To be compliant with by-laws, each member may continue for up to 2-terms up to six years. members can be both senate and non-senate.
- c. Each committee should put together a charter and vote for their chair for the academic year. Once chairs are selected, the Committee on Committees will then appoint the Chairs.
  - i. Sarah Valdovinos can create a Qualtrics voting survey for committees that are interested in utilizing this method for their chair vote.

III. **Discussion of Items from the COHS Faculty Representative Assembly Meeting**

- a. Representation of non-senate COHS faculty
  - i. Andrej Luptak shared that this topic came up at the last COHS Representative Assembly meeting and the group was supportive and voted on exploring non-senate member representation in the Assembly. UCSF shared a presentation about non-senate faculty (materials were shared with the group). The next step would be for Executive Committee members to have broad discussions in their departments on what non-senate representation could look like and share feedback with Dr. Luptak.
- b. Revival of COHS Pilot Grant
  - i. Topic tabled for the next meeting
- c. Proposal to Create COHS Faculty Awards
  - i. Topic tabled for the next meeting