

Research Advisory Council Meeting Minutes:

January 7, 2003

Members present: Amanda Golbeck, PhD, Jim Garrelts, PharmD, Doug Horbelt, MD, Craig Molgaard, PhD, MPH, Sheldon Preskorn, MD, Robert Wittler, MD, Doug Woolley, MD

Members Absent: Bill Collier, MD, Jon Schrage, MD, Stephen Smith, MD

Guests Present: Rosalee Zackula-David, MA Becky Soeganto, Tom Knapp, Jan Arbuckle

- Called to order by Chair, Amanda L. Golbeck, PhD, in the Kansas Room at KUSM-W
- Minutes taken by Nora Taylor

AGENDA:

I. Welcome RAC-W Members

Discussion	Follow-up Required
<ul style="list-style-type: none"> • Dr. Golbeck welcomed the members to the first RAC-W meeting • Introductions were made • Agenda was reviewed • Membership contact list presented 	<ul style="list-style-type: none"> • None

II. Report from Office of Research

Discussion	Follow-up Required
<ul style="list-style-type: none"> • Office of Research Staff Listing was presented. • Staff consists of 3 people: Becky Soeganto – Compliance Manager (One of only two certified IRB managers in the state of Kansas), Rosalee Zackukla-David, MS, – Statistician (will be providing data management and programming support), and Nora Taylor – Administrative Assistant (will be attending SPA training by KUMC in Jan. and by NCURA in Feb.) • Plans are to continue to build the department as money becomes available • Office of Research Brochure was presented • Improvement suggestions were given 	<ul style="list-style-type: none"> • Revise brochure

III. Office of Research Protocol

Discussion	Follow-up Required
<ul style="list-style-type: none"> • One Policy Statement was presented • Office of Research be the primary point of contact for the Wichita campus for research administration 	<ul style="list-style-type: none"> • Department Chairs will forward policy onto their staff

IV. Roles of RAC and RAC-W

Discussion	Follow-up Required
<ul style="list-style-type: none"> • The definition of Clinical Research was presented, source was NIH 	<ul style="list-style-type: none"> • Dr. Golbeck will prepare and present to RAC-W for discussion

<ul style="list-style-type: none"> • RAC-W and RAC web pages were presented • Concerns of IRB redundancy and relationships with other committees were expressed and discussed. • Suggestion was made to eventually include a representative from both hospital research units on the RAC-W • Idea was presented to also include a representative from the Kansas Health Foundation who would attend when the agenda was appropriate 	<p>a faculty handbook for research administration</p> <ul style="list-style-type: none"> • Policy regarding full-time faculty conducting research through KUMC only
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V. Replacement of IRB Member

Discussion	Follow-up Required
<ul style="list-style-type: none"> • RAC-W recommends Dr. Burke's replacement on the IRB Committee to be Ahsan Y. Khan, MD 	<ul style="list-style-type: none"> • Propose to KUMC RAC the Kahn appointment

VI. Progress on KUSM-W Strategic Plan

Discussion	Follow-up Required
<ul style="list-style-type: none"> • KUSM-W Strategic Plan presented • Update on Strategy I was presented by Jan Arbuckle. <ul style="list-style-type: none"> O1) Final recommendation was presented to Dean Dismuke in Dec. Review will be on 1/20/04 O2) No action taken • Update on Strategy II was presented by Dr. Molgaard <ul style="list-style-type: none"> O1) Achieved O2) No action taken, money not available O3) Business plan for Office of Research is complete. Professional journal feasibility study is recommended. O4) Plan is to recruit 5 PhD methodologists to help write grants, papers, posters, and support faculty research O5) In progress O6) Practice-based research network wanted to help recruit new medical students. No progress to date. • Update on Strategy III was presented by Dr. Molgaard <ul style="list-style-type: none"> O1) No action taken O2) No action taken O3) No action taken • Update on Strategy IV was presented by Jan Arbuckle <ul style="list-style-type: none"> O1) Deans Innovation Fund was established and invitations went out 6/19/03. • Update on Strategy V was presented by Tom Knapp <ul style="list-style-type: none"> O1) KUMC hired staff of 3 for network security. Fire walls were installed. KUSM-W is protected in the network umbrella. KUSM-W will implement fire walls and jointly manage them with KUMC O2) Planning own infrastructure network security by spring of '04. Net Tech is recruiting for an Instructional Designer, working on expanding the server farm for departmental needs, and has also installed spam filtering recently 	<ul style="list-style-type: none"> • Dr. Golbeck will look into AAMC group for a regional campus sub-group

VII. RAC-W Communications; Meeting Schedule

Discussion	Follow-up Required
<ul style="list-style-type: none">• Future meetings will be held on the 3rd Wednesday of the month from 7:30am to 8:30am• Next meeting scheduled for February 18, 2004. KUSM-W, Kansas Room # 2052 from 7:30am to 8:30am	<ul style="list-style-type: none">• Dr. Golbeck will forward the RAC agendas to RAC-W members for their input before the next RAC meeting in KC• Nora Taylor will send out appointments to RAC-W for future meetings

Future Discussion

<ul style="list-style-type: none">• Centralized research themes for KUSM-W• Wichita Faculty Handbook for Research Administration• Funding to increase number and effectiveness of Clinical PI's• IRB Reconciliation Committee for Wichita to increase HSC education for faculty and staff and ensure compliance• Centralized IRB Focus Group
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Meeting was adjourned at 4:37