

**SCHOOL OF MEDICINE EXECUTIVE COMMITTEE MEETING
TUESDAY, MAY 20, 2014
8:00 AM – 9:45 AM MST
ACADEMIC OFFICE ONE, 7TH FLOOR BOARDROOM**

**MINUTES
FOR COMMITTEE REVIEW**

COMMITTEE MEMBERS

Present: John Cambier, Tim Crombleholme, Robert d'Ambrosia, Chip Dodd, Robert Freedman, Tom Henthorn, Randall Holmes, Mark Johnston, Richard Krugman, Wendy Macklin, Naresh Mandava, Dennis Matthews, David Norris, Angie Ribera, Richard Schulick, , Ron Sokol, Ann Thor, Andrew Thorburn, Ken Tyler, Richard Zane

Absent: Steve Daniels, Frank deGruy, Chip Dodd, Laurie Gaspar, Jim Hill, Kevin Lillehei, Dennis Matthews, David Schwartz, Dan Theodorescu, Andrew Thorburn, David West

PARTICIPANTS

Present: Robert Anderson, Terri Carrothers, Mark Couch, Ben Honingman, Richard Johnston, Doug Jones, Steve Lowenstein, Thomas Meyer, Chris Nyquist, Nichole Reisdorph, Chip Ridgway for David Schwartz, Carol Rumack, Nanette Santoro, Richard Traystman, Cheryl Welch,

Absent: Brittney Bastow, Tom Blumenthal, Jeffrey Druck, Philip Mehler, Ryan Murphy, William Neff, Chris Nyquist, John Repine, Jane Schumaker, Fred Suchy, Michael Yeagar

GUESTS

Present: Alison Lakin, Russell Poole, David Goff, Bob Murphy for Andrew Thorburn

I. CALL TO ORDER

A quorum of members was present, and the meeting was ready to proceed with business at 8:00 AM MST.

II. APPROVAL OF MINUTES

The April 15, 2014 SOM Executive Committee Meeting minutes were unanimously approved as written.

III. DISCUSSION ITEMS

A. SOM Dean/VCHA Search Update (David Goff, MD, PhD Dean for Colorado School of Public Health)

- i. Dr. David Goff provided a brief update on the status of the SOM Dean/ VCHA search. He stated that the names of search committee members for the SOM Dean/VCHA have been announced. A search firm, Spencer Stuart, has been retained, and a job description has been finalized. Nominations are currently being collected. In late June, there will be a paper review of applications. After the paper review, the search committee will identify a list of candidates who will be invited in for confidential airport interviews. Ideally, in August, three to five candidates will be invited back for home campus interviews. Dr. Goff emphasized the need for the search committee to maintain confidentiality during the search process. Information about the search can be found

here: <http://www.ucdenver.edu/academics/colleges/medicalschoo/administration/Pages/Dean%27s-Job-Description-.aspx>

B. Dean's Comments

- i. The first round interviews for the Chair of Radiation Oncology search will be completed this morning, May 20th. Dr. Rich Zane and the search committee plans to recommend 2-3 finalists to Dr. Krugman from the five initial first round candidates. The search is scheduled to conclude end of July.
- ii. The last SOM ICR (Indirect Cost Recovery) Policy was approved by the faculty senate in 1993. Dr. Krugman stated that review of the policy is appropriate at this time. Dr. Krugman asked the committee if they were still comfortable with the policy or if the policy should be modified. Dr. Krugman and the committee recommended putting together a committee to propose revisions to the policy. Terri Carrothers and Dr. Chip Ridgway will convene this committee.

C. HIPAA Risk Assessment Project (Alison Lakin, PhD Assistant Vice Chancellor for Regulatory Compliance and Russell Poole, MBA Assistant Vice Chancellor for Information Technology Services)

- i. According to the Health Insurance Portability and Accountability Act, the required implementation specification requires the Anschutz Medical Campus as an institution to “[c]onduct an accurate and thorough assessment of the potential risks and vulnerabilities to the confidentiality, integrity, and availability of electronic protected health information held by the covered entity.” Some of the challenges the Anschutz Medical Campus confront with HIPAA is that not all PHI is maintained centrally by ITS. The campus cannot extrapolate from one department to another due to the lack of standardization. A risk matrix was developed based on evaluation of 7 sites, and this matrix identified significant issues related to the administrative, physical and technical safeguards currently in place.
- ii. The Office of Regulatory Compliance plans to conduct a robust risk assessment/ audit of all areas where electronic and paper personal health information (PHI) is stored across the campus. Dr. Alison Lakin and Mr. Poole need the assistance and support of the executive committee to implement this risk assessment. The risk assessment/ audit will include an entrance interview with the Department Chair/Division Chief, Administrator, LAN Administrator and audit team. A review of self-audit assessment expectations with appropriate parties will be included as well as a central review of the report with a follow-up risk mitigation plan. A follow-up of the mitigation actions taken will be reviewed and another follow-up every 3 years will be conducted. The Office of Regulatory Compliance plans to start the audit process within the next month.
- iii. For more information about any HIPAA privacy or It security concerns, please see the following websites or contact Alison Lakin.
 - 1. HIPAA privacy: <http://www.ucdenver.edu/academics/research/AboutUs/regcomp/hipaa/Pages/HIPAA.aspx>
 - 2. Information Technology Services: <http://www.ucdenver.edu/about/departments/ITS/Pages/Policies.aspx>
 - 3. COMIRB: <http://www.ucdenver.edu/academics/research/AboutUs/comirb/Pages/comirb-home.aspx>

D. Faculty Senate Report (Nichole Reisdorph, PhD Faculty Senate President)

- i. At will appointments were discussed at the last Faculty Senate Meeting. Individual senators discussed the at will appointment status with their departments. There were a total of 641

votes and 200 comments submitted via the survey that the faculty senate distributed. Cheryl Welch and Dr. Reisdorph plan to provide a formal report of the survey results.

- ii. Other items discussed at the last faculty senate meeting were the CU competencies for the graduating medical student. This was presented by Dr. Eva Aagard. Dr. Steve Lowenstein reported on the senate reapportionment, and Dr. David Goff reported on the status of the SOM dean search.

E. Affiliate's Update

- i. The negotiation that is going on between National Jewish and Exempla has not reached an end.
- ii. Dr. Tom Meyer will report on the results of the 2013 Learners Perception Study at next month's executive committee meeting.

F. Center for Children's Surgery (Timothy Crombleholme, MD)

- i. Dr. Crombleholme, Director for the Center for Children's Surgery (CCS), provided background information on the Center for Children's Surgery. The center was created within the School of Medicine in 2011 to enable the continued development of a robust children's surgical practice. The bylaws established defined three main committees: finance and oversight committee, research committee, and education committee.
- ii. The goals of the CCS are to promote the continued growth and development of the surgical specialties providing care to children in the SOM; support research, teaching and clinical programs of CCS members; foster alignment between faculty that provide surgical care to children; to further the development of an academic environment in collaboration with cognate surgical departments; to promote expansion of program that include both bench and translational research; to continue programs that embrace child advocacy.

IV. EXECUTIVE SESSION

A. Approval Items

- i. The 2014 list of medical student graduation candidates was unanimously approved.
- ii. All unanimous recommendations for faculty promotions were approved.
- iii. The four non-unanimous recommendations were approved with three abstentions.
- iv. The professor emeritus and emerita nominations were unanimously approved.

V. DISCUSSION OF PHYSIOLOGY CHAIR POSITION

- A.** Dr. Angie Ribera not present at this session, a discussion commenced. It was decided that the August 2014 executive committee meeting will be set aside for the discussion on the reorganization of the basic science departments.

VI. ADJOURNMENT

There being no further business to come before the meeting, the meeting was adjourned at 9:45 AM MST.

Minutes submitted by Nicole Ganley, Executive Assistant