UCONN SCHOOL OF MEDICINE

OVERSIGHT COMMITTEE

Meeting Minutes
July 23, 2026

Time: 8:30 a.m.

Location: Online

Microsoft Teams

Attendance: John Birk (Chair), Rebecca Andrews, Jennifer Cavallari (Vice Chair), Kevin Claffey, Pedro Miura

Call to Order
The meeting was called to order at 8:34 am by Chair, Dr. John Birk. A quorum was confirmed.

1. **Approval of 6/25/2026 Minutes**

Vote: A motion to approve the June meeting minutes was presented by Dr. Cavallari, seconded by Dr. Andrews, and unanimously approved.

2. **Introduction of Committee members**
    a. Rebecca Andrews, MD, '29 *New Member
    b. John Birk, MD, FACG, '28 - Chair
    c. Doug Brugge, PhD, MS, '28- Basic Science Chair
    d. Jennifer Cavallari, ScD, CIH, '27
    e. Kevin Claffey, PhD, '28
    f. Philip Kerr, MD, FAAD, '27- Clinical Department Chair
    g. Pedro Miura, PhD, '28
    h. Patrick Murphy, PhD, '28- Center Director
    i. Dustin Walters, MD, '29 *New Member
    j. Kourosh Parham, MD, PhD (ex-officio, non-voting)
    k. Administrative Assistant: Jessica Crispino

A. Brief introduction of new members
Dr. Rebecca Andrews introduced herself and provided a brief overview of her clinical, educational, and governance experience.

B. Brief review of Oversight's role in the SOM
Dr. Birk briefly reviewed the duties, authority, and membership requirements of the Oversight Committee as outlined in the School of Medicine bylaws. Discussion included:
- The committee's role in monitoring governance activities and maintaining the integrity of the School of Medicine bylaws.
- Responsibilities regarding agendas, reports, and actions of the standing councils.
- Membership requirements, including term lengths and restrictions on serving simultaneously on other School of Medicine councils.
- The committee's responsibility to facilitate communication on governance matters via faculty forums. The amendment process chart, adapted from Dr. Parham's flowchart, outlines the bylaw revision process and timeline OC must adhere to, culminating in faculty forum and faculty vote prior to Board of Director (BOD) approval.

Dr. Birk noted the three pending bylaw revisions are unlikely to reach the BOD for its September meeting. Feedback has been received from several councils while responses remain pending from others. Dr. Birk intends to incorporate some feedback to refine proposed amendments and will then distribute them to the Oversight Committee for review. Given the delayed timeline, Dr. Cavallari suggested that all council membership criteria be standardized, however it seems unlikely this will be prioritized over the other proposed amendments.

3. **Report to the Academic Affairs Subcommittee of the Board of Directors**
    a. Public Issues Council Memo (informational)

The formal memo from Public Issues Council detailing the proposed amendment conditionally voted on by Oversight Committee at the June meeting was shared without discussion.

    b. Review of AASBOD Report

In its review of the draft AASBOD report, the committee again reviewed the proposed bylaw amendments that it voted on at the June meeting.

Dean and Executive Vice President Reporting Relationship

The committee revisited proposed language addressing resolution of conflicts between the Dean and the Executive Vice President regarding programming, financial, or fiscal matters. Discussion focused on ensuring that the bylaws clearly address conflict resolution in response to previous LCME recommendations. Members noted that while conflicts have historically been resolved collaboratively, the bylaws should establish a procedure that applies regardless of the individuals serving in those leadership roles. The committee supported retaining language specifying that conflicts would be resolved in accordance with University bylaws/reporting structures. The committee also revisited whether it is appropriate to add “clinical” before faculty practice.

Vote: Following discussion, the committee unanimously voted to amend its prior approval, such that the conflict-resolution language is retained, with revised wording stating that conflicts will be resolved “as per the University bylaws.”

SAPC Membership Proposal

The committee reviewed feedback regarding proposed changes to Senior Appointments and Promotions Committee (SAPC) membership, including the use of associate professors as alternate reviewers.
Discussion emphasized:

- Reviewers should only review promotion cases at or below their own rank.
- Potential conflict-of-interest concerns for individuals serving on SAPC while pursuing their own promotions.

Dr. Andrews suggested additional language clarifying that committee members serving in these roles would not be eligible for consideration of their own promotion during their term of service. The suggestion will be considered during future refinement of the amendment.

4. **Review of Committee Assignments & Assign New Vacancies**

Following recent membership changes, liaison assignments were updated as reflected in the table below. Dr. Rebecca Andrews volunteered to serve as the representative for Clinical Council and Dr.

Pedro Miura will serve as the representative for Research Council. Dr. Birk noted that substitutions may be arranged when scheduling conflicts occur.

Dr. Claffey reminded Dr. Birk he is an active member of AMP and should therefore participate in those meetings. Dr. Cavallari also requested an invitation to attend for feedback on faculty development seminars for the upcoming year.

	Chair	Admin Contact	OC Liaison	Meeting
Clinical Council	Denis Lafreniere	Laurie Wall	Rebecca Andrews (John Birk providing update through July 2026)	4th Tuesday of the month, 5:00-6:30 pm
Dean's Council	Ruchir Trivedi	Christina Buccheri	John Birk	3rd Monday of the month, 3:30-5:00 pm
Education Council	Steven Angus	Jillian Goldsmith	Jennifer Cavallari	3rd Thursday of the month, 4:30-5:30 pm
Public Issue Council	Anton Alerte (July only)	Liza Bocchichio	Patrick Murphy	4th Monday of the month, 4:00-5:00 pm
Research Council	Pedro Mendes	Stephanie Holden	Pedro Miura	2nd Monday of the month, 3:00-4:00 pm
AASBOD	Francis Archambault Jr.	Kelly Lester	John Birk	3rd Monday of the month, 10:00 am-12:00 pm, quarterly
Academic Merit Plan (AMP) Committee	Melinda Sanders, (Co-Chair) Kevin Claffey, (Co-Chair)	Maribeth Lineberry	Doug Brugge Kevin Claffey	Next meeting July 30th

5. Department Review Dates for 2026

The committee reviewed the updated review schedule and upcoming departmental reviews. Oversight Committee serves as a steward for these departmental reviews, which occur every seven years. The committee noted that its role is to ensure reviews are completed in a timely manner and transmitted appropriately to leadership rather than to modify review findings. Upcoming reviews are as follows:

a. Obstetrics and Gynecology – Thursday, September 17, 2026
b. Pediatrics – Thursday, November 5, 2026
c. Psychiatry- Thursday, October 1, 2026

6. Standing Monthly Liaison Reports

a. Clinical Council – Dr. Birk

No meeting.

b. Dean's Council – Dr. Birk

Dr. Birk reported that Dean's Council discussion focused primarily on the pending bylaw amendments. Feedback was provided on several provisions, including the Dean-EVP conflict-resolution language and Public Issues Council membership revisions.

c. Education Council – Dr. Cavallari

Dr. Cavallari reported discussion of:

- Proposed bylaw amendments
- Welcoming of new members
- Election of new chair and representatives (Dr. Angus is expected to continue as chair)

d. Public Issues Council – Dr. Murphy

Dr. Murphy not present, no update. Dr. Birk noted there is council feedback regarding proposed Public Issues Council membership bylaw revisions. Additional refinement of the language will continue.

e. Research Council – TBD

No liaison present, no update.

f. AMP Committee – Dr. Brugge

Dr. Claffey shared the next AMP Committee meeting is scheduled for July 30, 2026 and provided an update on AMP activities. Discussion centered on:

- Future meeting with Drs. Liang and Nissen to explore opportunities to simplify the process and calculations associated with merit and equity adjustments, such that HR can process increases.
- Development of processes that would allow faculty to more easily understand projected adjustments, including an estimate calculator.
- Challenges associated with administering a fixed funding pool.
- Improving transparency and communication regarding salary adjustment notifications. Dr. Claffey reported that future communications will be sent directly to faculty members with departments copied to ensure consistent delivery of AMP information.

7. New Business

No new business was presented.

8. Adjournment

With no further business, the meeting adjourned at 9:35 am.

Next Regularly Scheduled Meeting

August 27, 2026