

Associate Directors Monthly Meeting MINUTES

MEETING DATE/TIME	May 14, 2018 / 1 – 2 pm			
EXECUTIVE OWNER	Steven Libutti			
EXECUTIVE NOTE TAKER	Allison Warzala			
ATTENDEES		Present		Present
	Andrew Evens	X	Steven Libutti	X
	Shridar Ganesan	X	Sharon Manne	X
	Howard Hochster	X	Linda Tanzer	X
	Yibin Kang	X	Allison Warzala	X
	Edmund Lattime	X	Eileen White	X
INVITED GUESTS	Paul Novembre			

AGENDA TOPICS		
TOPIC	DISCUSSION/CONCLUSION	RECOMMENDATION/ ACTION
Urgent issues (Team)		
Director's Report (Libutti)	<p>NCI CCSG site visit follow up</p> <ul style="list-style-type: none"> • Expect preliminary report by end of week of May 14th • S. Libutti reviewed next steps in the process for the site visit team and parent committee review • Response to draft report <ul style="list-style-type: none"> ○ Our response is important and there will be a tight timeline on it ○ Only factual errors can be addressed ○ Each AD will receive their section of draft report to which they can respond ○ P. Novembre will collect responses to create integrated document ○ Will convene AD group to discuss final response before sending • Next NCI Parent Committee meeting, and the one at which we will be reviewed, is July 19, 2018 	
Area report: Clinical Research (Hochster)	<p>See slides attached.</p> <ul style="list-style-type: none"> • IRB – if we remain with the Rutgers University IRB for system trials, there are concerns that non-cancer will become overwhelming and slow response on increasing cancer trials • RWJMS looking at establishing an SRB • Clinical trial finances are backed up – consider placing clinical trial finance function in H. Hochster area with dotted line back to K. Coyle • Lengthy IRB timelines and unreliable budgeting are two things that threaten industry relationships 	

<p>Area report: Clinical Research, cont'd (Hochster)</p>	<ul style="list-style-type: none"> • Discussed research agreements with physician practices • When professional services agreements crafted, should incorporate clinical research • Clinical Research Working Group established with physicians from across the RWJBH system 	
<p>Area report: Consortium Research (Kang)</p>	<ul style="list-style-type: none"> • New Cancer-relevant Princeton Faculty: <ul style="list-style-type: none"> ○ Brittany Adamson and Le Cong have accepted offers of appointments for faculty positions in LSI/MOL <ul style="list-style-type: none"> ▪ Both work in the area of single cell genomic analyses ▪ Le works on tumor immunology ○ Eszter Posfai accepted offer of Assistant Professor, Department of Molecular Biology <ul style="list-style-type: none"> ▪ Works on early embryonic development ▪ Likely will need to use Genome Editing Share Resource extensively ○ Will encourage them to join appropriate Programs once they are onboard • Connected S. Manne with Janet Currie (chair of Economics department, Princeton) and Gilbert Collins (Director of Global Health Program, Princeton) for collaboration in population science research • Y. Kang will set up meeting with Dean of Research of Princeton to discuss cross-University adjunct faculty appointment. • Discussed need to use same pathogen testing standard in Genome Editing shared resource and Princeton vivarium to facilitate efficient and direct animal transfer; veterinarians from both Universities will be brought together to resolve 	
<p>New business - Membership Cleanup (Novembre/White)</p>	<ul style="list-style-type: none"> • Membership Application Policy & Procedure attached • Program leaders need to review membership rosters • P. Novembre will make recommendations • RWJBH faculty leading trials should be associate I members • Adjunct appointments for important recruits • In lieu of faculty appointment can offer Associate I membership 	
<p>Next Meeting: Monday 6/18/18, 1 pm – if this meeting isn't need for the CCSG response, we will return back to the top of the report rotation, with Sharon & Shridar providing updates</p>		