

Associate Directors Meeting MINUTES

MEETING DATE/TIME	April 11 th , 2022 / 1:00 – 2:00 pm			
EXECUTIVE OWNER	Eileen White/Anita Kinney			
EXECUTIVE NOTE TAKER	Gina Londino-Greenberg			
ATTENDEES		Present		Present
	David August	X	Edmund Lattime	X
	Adam Berger		Zhiyuan Shen	X
	Andrew Evens	X	Linda Tanzer	X
	Shridar Ganesan		Eileen White	X
	Howard Hochster		Gina Londino-Greenberg	X
	Yibin Kang			
	Anita Kinney	X		
	Haejin In			

AGENDA TOPICS		
TOPIC	DISCUSSION/CONCLUSION	RECOMMENDATION /ACTION
Urgent Issues (Team)		
New Business (Team)	<p>The matter of potentially changing the name of the AD meetings was again brought up, and there was subsequent discussion if such a change was necessary. It was noted how some other Cancer Centers have similar meetings with titles that indicate how they are leadership meetings. A new potential title may be "Research Executive Committee."</p> <p>The history and composition of the Research Leadership Council (RLC) meetings was then discussed, followed by discussion of to what extent Shared Resources Directors should attend/participate in RLC meetings. It was noted that the Shared Resource Advisory Committees (SRACs) meet routinely, and their findings should be reported back to the RLC on a regular basis. More updates are required for Shared Resources' activities also through presentations by the Shared Resource Directors. More RLC meetings could be scheduled for the Summer 2022, to allow for these presentations. The Shared Resource Directors need to be prepared to discuss tracking of scientific accomplishments, scientific vignettes to be included in their CCSG narratives/displays, equipment needs, member usage, and updates and findings from the SRACs.</p>	<p>G. Londino-Greenberg will ask CCSG Consultant M. Waldinger about whether Shared Resource Directors participate in meetings similar to the Research Leadership Council at other Cancer Centers.</p> <p>N. Cirelli will schedule RLC meetings for July and August 2022. G. Londino-Greenberg will liaise with A. Berger and I. Stasinopoulos on the needed SR presentations.</p>
Deputy Director's Report (White)		
Catchment Area Updates (Kinney)	A. Kinney and her team are working with the Research Program Leaders and the Catchment Area Program Liaisons to foster more bi-directional communication for each Research Program. The CMI and CP Research Programs are working with COE to increase their participation in the Science Cafés.	

	<p>community and other examples of engagement and responsiveness to the community. It is critical for the NCI Site Visit that each Research Program show strong bi-directional communication.</p> <p>B. Saraiya, the new OHRS Medical Director, is working with the COE team on more integration of catchment area topics into the DSGs. The COE and Clinical Trials teams need to show deep interaction at the NCI Site Visit to support the CCSG renewal.</p> <p>Rutgers Cancer Institute is still behind in recruitment of African Americans in treatment trials, though there have been increases in the numbers since 2017. Some of the issue could be inadequate collection of race/ethnicity data, so OHRS is now looking closely at the back data. It is important to improve enrollment of African American patients, as low enrollment of minority patients into clinical trials could significantly hurt the CCSG scores. COE will continue to work on strategies to recruit adequate diversity. A major communications campaign involving flyers, videos, and work with impact councils is being conducted to help increase minority participation in clinical trials.</p> <p>The van for the mobile unit project is arriving soon. Decisions in the slogan and artwork contest around the mobile unit should likewise soon be made. The mobile unit may be deployed by June.</p> <p>E. White and A. Kinney discussed needing to expand patient advocate recruitment for a major grant to include more patient advocates from the United States, and in colon and pancreatic cancer.</p>	<p>A. Kinney will meet with T. Saunders to further discuss the enrollment issues.</p> <p>E. White and A. Kinney will meet to further discuss patient advocate engagement.</p>
<p>Senior Leadership and Center Administration work with the CCAB/community on strategic planning (Tanzer)</p>	<p>L. Tanzer began a discussion of Research Admin and other CINJ leaders have been engaging the CCAB and other community members with Strategic Planning and other activities. A. Kinney noted how most members of Rutgers Cancer Institute have engaged in dialogue with the CCAB, such as S. Ganesan on Precision Medicine and H. Hochster on the prioritization of minority representation, gender and lifespan in clinical trials. H. In will meet with the CCAB at the April meeting, and S. Chaudhary will also have dialogue with the the CCAB on Education and Training initiatives, as E. Lattime is not able to attend. In and Chau duary will elicit CCAB input into their plans and activieis. It was advised that L. Tanzer and G. Londino-Greenberg should discuss the Strategic Plan again prior to November to obtain further input and update the CCAB on the Plan's evaluation processes and outcomes.</p>	<p>L. Tanzer and G. Londino-Greenberg will work COE team to be placed on the agenda for the November CCAB meeting.</p>
<p>Next Meeting</p>	<p>May 9th at 1:00 pm</p>	