

Associate Directors Meeting MINUTES

MEETING DATE/TIME	April 10, 2023 / 1:00 – 2:00 pm			
EXECUTIVE OWNER	Eileen White/Anita Kinney			
EXECUTIVE NOTE TAKER	Gina Londino-Greenberg			
ATTENDEES		Present		Present
	David August		Edmund Lattime	X
	Adam Berger	X	Zhiyuan Shen	X
	Andrew Evens	X	Linda Tanzer	X
	Shridar Ganesan	X	Eileen White	X
	Howard Hochster	X	Gina Londino-Greenberg	X
	Yibin Kang		Sunita Chaudhary	X
	Anita Kinney	X		
	Haejin In	X		

AGENDA TOPICS		
TOPIC	DISCUSSION/CONCLUSION	RECOMMENDATION /ACTION
New Business (Team)	<p>Center Administration was asked about whether Site Visit protocols would be provided to the CINJ presenters and other attendees. L. Tanzer responded that there are plans to send instructions that include this information. Z. Shen stated that at an upcoming Faculty Research in Progress meeting, he would inform the resident Laboratory PIs to instruct their personnel on needed conduct on the day of the Site Visit.</p> <p>Center Administration was also asked about what information would be included in the placemats being prepared for the NCI Site Visit. Response included an NJ map with key statistics provided by the COE team, the organizational charts of the CCSG, and lists of Shared Resources located at Princeton University and Rutgers University. H. In recommended including DEI Core Values in the placemat.</p>	<p>L. Tanzer or G. Londino-Greenberg will email a detailed of Site Visit instructions for the CINJ presenters and other attendees.</p> <p>L. Tanzer will add the DEI Core Values to the placemat draft.</p>
Deputy Director's Report (White)	Faculty recruitment for several open positions is on track and hiring will hopefully be completed in the coming months.	
Catchment Area Updates (Kinney)	<p>Two potential faculty recruits are visiting today. Both are very promising candidates who are interested in and experienced with conducting community outreach and engagement in their research, one who focuses on Hispanic populations and one who focuses on Asian populations. The final legal arrangements for the new mobile unit should be done soon. A second unveiling of the mobile unit is being planned for an event in Trenton occurring later this Spring.</p> <p>It appears that funding for ScreenNJ from the NJ State Budget will remain at \$4 million.</p> <p>Research Program Leaders have carefully considered how bidirectional communication and community engagement have shaped research projects in their Programs. Each set of Leaders has been able to describe at least two examples.</p> <p>H. Hochster will participate in the next CCAB meeting. He was the first AD to meet with the CCAB, and at that first meeting, the community identified priorities including minority enrollments into cancer clinical trials, improved access to novel treatments, and reduction of disparities in precision oncology. At this upcoming CCAB meeting, he will provide 5-year progress on current minority enrollments and how help from the CCAB and COE team contributed to the progress. There will also be discussion of future plans, including how to better engage older patients into clinical trials.</p>	<p>A. Kinney and COE leadership will continue to work with PLs and Liaisons and CPDM to foster CA priority research, address disparities and catalyze community engagement.</p>

<p>Streamlining Seminars – Policy Creation Discussion (Team)</p>	<p>G. Londino-Greenberg gave updates from the Research Leadership Council meeting that occurred the prior week, where this topic was first discussed. The main recommendations made at that meeting were: the Grand Rounds/Distinguished Lectures should be moved to every other week, moved to occur around lunch time, and have a centralized committee around the planning.</p> <p>E. Lattime stated that a CRTEC committee does not oversee speakers being chosen for any other meeting series (e.g., those of the Research Programs, Centers of Excellence).</p> <p>It was noted that the more pressing issue is inadequate attendance to the Grand Rounds, Distinguished Lectures, and weekly trainee seminars. While the matter of speaker overlap should be fairly easy to address, the meeting attendance issue has been going on for a while.</p> <p>There was agreement that CINJ is currently holding too many Grand Rounds/Distinguished Lectures seminars. The number held should be reduced, such that only very exceptional speakers are featured. There should only be one of these seminars per month. Further, the Education and Training department should cease using the term "Grand Rounds", since that tends to refer more to clinical meetings. Faculty can still invite collaborators and other guest speakers. The Education and Training Office just does not need to coordinate.</p> <p>It was agreed that a new committee should be started to assist with planning Distinguished Lectures. The new committee could help to identify and select high-level exceptional speakers for the monthly seminars.</p> <p>The option can remain to offer Distinguished Lectures virtually; doing so could promote attendance, as CINJ is still operating partially remotely and travel has resumed. However, the hybrid option for meetings should not be pursued. A seminar should be either entirely in-person or entirely virtual. The invited speakers can identify whether it is better for them to give their presentation virtually or visit CINJ.</p> <p>It will be crucial to ensure that the invited speakers are diverse in all aspects, including their subject matter and expertise.</p> <p>The change to the Distinguished Lectures schedule can occur starting in the Fall 2023. S. Chaudhary will make the necessary announcements about the new schedule, and the new process of having speaker selection be more selective and competitive.</p> <p>There was agreement that the Distinguished Lectures need to be promoted more with posters/flyers around the CINJ building. Further, CINJ should have a scrolling screen at the entrance that promotes seminars and other events.</p> <p>Honoraria should be increased to \$1500. Savings from moving to only 12 meetings per year should more than cover the increases in honoraria.</p> <p>While moving the seminars to 12 pm and providing lunch could help to promote attendance, keeping the seminars at the 4 pm time slot could be beneficial to those who would be done for the day. Offering light refreshments at these 4 pm events could also help to boost attendance. There was also the concern that moving the seminars to 12 pm could lead to issues with auditorium availability. The decision was thus made to keep the Distinguished Lectures at 4 pm. If attendance to these events significantly does not increase significantly, then moving them to 12 pm could be revisited.</p> <p>Initial invites to the potential speakers should be done by the host, who has the professional connection to that speaker. CRTEC will follow-up and coordinate.</p> <p>There should also be more efforts to encourage faculty to attend the Distinguished Lectures, such as by asking S. Libutti to send out guidance to make every effort to attend these events. The faculty can at least set the expectation that their trainees attend the Distinguished Lectures and the weekly Trainee seminars.</p> <p>Attendance to even the Trainee Seminars has tapered, even with lunch being provided. All trainees are expected to present once per year, as these are excellent opportunities to hone their presenter skills, such that the number of meetings cannot be reduced. If a trainee is unable to present at their scheduled date, their mentor must put in a request to change the presentation date. These requests are infrequent and are made with valid reasons. The point was raised that the trainees may also be experiencing a saturation of meetings, due to the number of Program Meetings, working groups, journal clubs, etc. H. In shared that at a Trainee Listening Circle, some reported having a sense that their mentors were not supportive of them attending these seminars. While that sense could all be just misperception, it shows the need for the faculty clearly encourage their trainees to attend these meetings.</p> <p>After the NCI Site Visit, meals will be able to be served in the auditorium.</p> <p>This year, the Annual Retreat on Cancer Research in New Jersey will be done in conjunction with the Rutgers Cancer Institute-Princeton University Annual Cancer Research Symposium, so will be held at Princeton University. It will be held on the week of October 17th, because the event space</p>	<p>S. Chaudhary will put the necessary schedule changes into effect and distribute information about the new schedule and speaker selection process.</p> <p>G. Londino-Greenberg will look into the matter of having a screen put up at the CINJ entrance.</p> <p>L. Tanzer will arrange for meals to be allowed in the auditorium following the NCI Site Visit.</p>
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	<p>will be available due that week being Princeton University's Fall Recess. The date may conflict with that of the annual CPC Program Retreat, but E. Bandera and C. Heckman should be able to move the retreat with this amount of advance notice. A Keynote Speaker is needed for the Annual Retreat on Cancer Research. The Community Scientists will be invited to participate.</p> <p>There was agreement that the Princeton University faculty and trainees must be engaged as much as possible in the upcoming Annual Retreat. if enough advance notice is given to the Princeton University faculty and trainees, having the event during the Fall Recess should not impact their attendance. However, it may be necessary to organize the Annual Retreat to occur similarly to the Rutgers Cancer Institute-Princeton University Annual Cancer Research Symposium (e.g., a later poster session with drinks provided).</p> <p>At the next AD meeting, there should be discussion of how to address "double booking" of speakers, and also potential ways to consolidate all of the meetings occurring at CINJ (e.g., Working Groups, Research Program Meetings, Journal Clubs, Centers).</p>	
Next Meeting	June 12th at 1:00 pm	