

Associate Directors Meeting MINUTES

MEETING DATE/TIME	December 12, 2022 / 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		Linda Tanzer X
	Shridar Ganesan	X	Eileen White X
	Howard Hochster	X	Gina Londino-Greenberg X
	Yibin Kang	X	Rachel Born (standing in for H. In) X
	Anita Kinney	X	
	Haejin In		

AGENDA TOPICS		
TOPIC	DISCUSSION/CONCLUSION	RECOMMENDATION /ACTION
<p>Continued Discussion of Updating Website (Linda Tanzer)</p>	<p>Launch of the new website delayed due to vendor staffing issues. Around December 19th, the vendor will provide a link to review the proposed new website. A meeting with CINJ Communications and CINJ leadership will be arranged on either December 20th or 21st in order for the initial changes to be approved. Any subsequent requested work will be completed by first week of January.</p> <p>There should be a link to the Ludwig-Princeton Branch website added to the CINJ website.</p> <p>Some website content may still need to be added or updated. Resident research faculty must have updated laboratory pages. Their admin support staff can help to curate the required information.</p> <p>Center Administration was advised to see if a feed could be made that would show the CCSG Members of each Research Program on that Program’s page on the CINJ website. There was discussion and agreement to allow Associate (i.e., non-CCSG) Members remain in the searchable Researcher Profile directory. Links to the “Research with Rutgers” website should be removed from the Researcher Profiles as the content is not updated on a regular basis.</p> <p>The Shared Resources website pages need to be reviewed for ease of use. If they are not user-friendly, that could inhibit access by PIs.</p> <p>There was reiterated agreement to only have one type of countable CCSG Member, per prior guidance from external advisors M. Waldinger and N. Fisher. It was also agreed that the CIPT Members who are RWJBH physicians leading clinical trials should be categorized as “Resident-CINJ” rather than “Collaborating”, as the clinical trials network is all “One CINJ” and they have submitted documentation to be affiliated with CINJ as Clinical Trial PIs. There was agreement that it is all right to have so many new CIPT Members who are without funding, as they are Clinical Trial PIs.</p>	<p>Center Administration will send out notifications to the resident research faculty and their admin support staff to ensure that they update their laboratory pages on the CINJ website.</p>
<p>Making PED CCSG Oriented (Dr. Born)</p>	<p>There was discussion around adding Shawn Maxam, Princeton University’s Associate Provost, to the DEI Steering Committee and whether he would also qualify for CCSG Membership. The DEI</p>	

	Office was also encouraged to see if any other CCSG Members from Princeton University could be engaged on this committee.	
Update on Progress of CCSG Drafts (Linda Tanzer)	Drafts continue to flow to Dr. Libutti for his review and requested changes. Most images for the research strategies have been completed. More details on CCSG progress to follow at the upcoming RLC meeting. CINJ has made much improvement since the last submission, so the grant is very strong.	
Catchment Area Update (Dr. Kinney)	COE Program Liaisons are now getting stipends for their work. There was a subsequent discussion and vote around having the COE Program Liaisons attend RLC meetings. The vote was unanimous to have the COE Program Liaisons begin to attend the RLC meetings.	
Next Meeting	January 9th, 2023 at 1:00 pm	