

Associate Directors Meeting MINUTES

MEETING DATE/TIME	January 10 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	X	Gina Londino-Greenberg	X
	Andrew Evens	X	Zhiyuan Shen	X
	Shridar Ganesan	X	Linda Tanzer	X
	Howard Hochster	X	Eileen White	X
	Yibin Kang		Sunita Chaudhary	X
	Anita Kinney	X	Tracie Saunders	X
	Haejin In	X	Ioannis Stasinopoulos	X

AGENDA TOPICS		
TOPIC	DISCUSSION/CONCLUSION	RECOMMENDATION /ACTION
Urgent Issues (Team)		
New Business (Team)		
Deputy Director's Report (White)	<p>There was discussion of how the latest surge of the COVID-19 variants is again causing meeting cancellations and other adjusted safety requirements. E. Lattime stated that he had gotten some guidance from Rutgers EOHSI relating to safety requirements for laboratory personnel, which align with CDC guidelines.</p> <p>It was noted that wearing KN95 masks is recommended for Rutgers Cancer Institute laboratory personnel.</p>	<p>E. Lattime will prepare an email for G. Londino-Greenberg to send out to the laboratory PIs and their admin support staff.</p> <p>L. Tanzer will work to assess what supplies of KN95 and other masks are available to be offered to the laboratory personnel.</p>
Catchment Area Updates (Kinney)	<p>The STRIDE Dashboard went live last week.</p> <p>The Community Science Cafés are ongoing, with one scheduled for this week. The aim is to have at least 2 Members from each Research Program present at these cafes each year.</p> <p>A. Kinney and S. Ganesan were contacted by an organization called "White Coats for Black Lives". A. Kinney C. Omene and a member of the CCAB will present and serve on a panel at the organization's next meeting to discuss cancer disparities and related research.</p> <p>The COE team will be providing a summary of catchment area relevant information including bidirectional community engagement activities, for the Research Program Leaders and Catchment Area Liaisons to use in their CCSG Narratives.</p> <p>D. Welch, AD for Cancer Research, Education and Training at KU Cancer Center and CINJ External Advisory Board member received an administrative supplement to provide a mini-course to train researchers on how to present to community members. A. Kinney will share this with Dr. Lattime, Chaudhary and Pine. Dr. Kinney has also put S. Chaudhary in communication with a Rutgers professor of Journalism to coordinate a similar training for Rutgers Cancer Institute. There was agreement that it would be helpful for PIs to have more experience conducting community</p>	

	presentations and the COE team will continue to guide scientists in this endeavor. Having the trainees be involved in such presentations to the community is another example of CRTEC/COE collaboration.	
URM Trainee Pipeline Programs (Lattime)	Please see attached presentation. It will be helpful to consistently define how someone may be classified as an Underrepresented Minority (URM). The NSF and NIH both provide guidelines for such classification. It was noted that "Underrepresented" can also include individuals who are from low socioeconomic status, a rural/underserved area, the first generation to attend college, or have a disability. These criteria need to be shared with faculty and data on who fits these criteria need to be collected on faculty and trainees. The new Office of Diversity, Equity, and Inclusion will be working to collect these data. It was noted how care must be taken in how the data are identified and that such data collection is challenging, due to being obtained from self-disclosure. Plans for a third T32 grant application include that it will be focused on Population Science research, and that it would be led by E. Bandera and a new faculty recruit.	
Clinical Trials: capturing, monitoring, evaluation metrics, strategic planning (including for interventions for deficiencies) (Hochster)	Please see attached presentation. There is great need for candidates for the open Research Nurse positions. A Research Coordinator has been hired to help with the reporting on accruals made by non-resident faculty. A process needs to be established to either arrange for non-resident faculty to have a member of their research staff enter trial information into ONCORE or work with OHRS to ensure that the information is entered. T. Saunders found several studies in ONCORE that were not showing enrollments, due to mistakenly being marked as IRB exempt in the system. It was noted that staff and patients are often unsure how to identify race for Hispanic patients, as it is not clear that "Hispanic" refers to ethnicity, which is separate from one's race. There needs to be more guidance provided on how to identify patients' race, including that "mixed race" can be an option. Gender is currently being collected as either "Male", "Female", or "Undifferentiated". These categories continue to evolve.	T. Saunders will connect with the COE Office to obtain needed enrollment data (n = 1500)_which would count toward the cancer institute's accrual number for non-interventional trials.
Next Meeting	February 14th at 1:00 pm	