

Associate Directors Meeting MINUTES

MEETING DATE/TIME	January 9, 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	X	Ioannis Stasinopoulos	X
	Anita Kinney	X		
	Haejin In	X		

AGENDA TOPICS		
TOPIC	DISCUSSION/CONCLUSION	RECOMMENDATION /ACTION
Urgent Issues/New Business (Team)		
Deputy Director Report (Dr. White)	<p>Faculty recruitments are occurring through the Cancer Immunology and Metabolism Center of Excellence and the Ludwig-Princeton Branch. The recruitment process seems to have changed. Faculty Affairs needs to ensure that the faculty search committees fully understand the expectations (e.g., details of the position for which candidates are being considered) so that the committees can be appropriately charged.</p> <p>There was agreement about the urgent need to replace H. Khiabanian. This position has already been approved for recruitment.</p> <p>It was noted that diversity within the faculty search committees is crucial and it was confirmed that the newly formed basic research faculty search committee sufficiently represents the diversity goal.. The Faculty Affairs and DEI Offices are working to have a better pipeline for more recruitment to enhance diversity.</p>	L. Varela from Faculty Affairs will be asked to attend a future AD Meeting.
COE Updates (Dr. Kinney)	<p>The term "Citizen Scientists" was changed to "Community Scientists" to be more inclusive.</p> <p>In collaboration with the CPODS Shared Resource, the COE team sent out a survey to the Members to assess their understanding of COE and Catchment Area topics.</p>	
Plans for EAB/NCI Site Visit Slide Decks (Team)	G. Londino-Greenberg reported that a meeting for CCSG Leadership with new graphic design company Casual Astronauts has been scheduled for January 18 th , to discuss the vision for the new slide set templates. Any presenters who wish to start editing their versions from the 2022 EAB meeting can ask that their file be "unlocked" in Teams.	
CCSG Submission (Team)	L. Tanzer reported that all CCSG grant sections received external review. Data reconciliation changes in the form of minor, small adjustments occurring (e.g., final clinical trials numbers). E. White asked about the final funding numbers and L. Tanzer reported that all of the Research Programs continued to show strong metrics, as did the Consortium and the Cancer Center overall. The Data Tables have been completed and some additional proofreading by ADs would be welcome. The Program Leaders have been getting sent their final Programmatic Activities Lists. Dr. Libutti is reviewing all sections and recommending changes.	G. Londino-Greenberg will send out Data Tables to appropriate ADs for review.

Website Update (Londino-Greenberg/Tanzer)	<p>The external vendor to update the CINJ website has been engaged. Communications anticipates having new versions of the website pages within a week.</p> <p>There was discussion of the need for the resident PI's admins to keep their laboratory pages updated on a rolling basis.</p> <p>The question of whether admin support could help with updating PIs' myNCBI publications lists. While the admins can act as delegates and help to identify compliance issues, publications linked to the PIs are uploaded by the journals. Admins can also help to keep complete of PIs' publications and keep on file up-to-date biosketches and the lab webpages with publications from Google Scholar, ORCID, and Scopus.</p>	<p>G. Londino-Greenberg and N. Cirelli will ensure that the admin support team performs these duties.</p>
Shared Resources (Berger)	<p>There was discussion around issues with the Comprehensive Genomics SR in Newark. A. Berger explained that the matter was being investigated. Efforts are also underway to hire a staff member for this SR to help lower the turnaround time and an assessment of the chargebacks for the services will be performed to ensure that they are competitive with that of external vendors.</p> <p>A. Kinney advised that the CPODS SR should "sunset" its current version of DatStat for an upgraded version that works similar to how OnCore does for clinical trials.</p>	
Plan to update the "RCINJ New Members Orientation 21" file to "RCINJ New Members Orientation 23" (Team)	<p>Postponed to a future meeting.</p>	
Next Meeting	<p>February 13th, 2023, at 1:00 pm</p>	