

Associate Directors Meeting MINUTES

MEETING DATE/TIME	July 11, 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	X	Linda Tanzer	X
	Shridar Ganesan	X	Eileen White	X
	Howard Hochster		Gina Londino-Greenberg	X
	Yibin Kang		David Foran	X
	Anita Kinney	X		
	Haejin In	X		

AGENDA TOPICS		
TOPIC	DISCUSSION/CONCLUSION	RECOMMENDATION /ACTION
New Business (Team)	N/A	
Deputy Director's Report (White)	E. White has been reading the Research Program Research Strategies for the CCSG. At this point, CINJ is farther along than it has been in past application cycles. Some of the formatting needs to be made consistent across the Research Program Strategies, but they are overall looking good. The Program Leaders need to flesh out their future plans so as to really develop them and integrate new directions and initiatives. It will also be important to show synergy across the Research Program Aims.	
Catchment Area Updates (Kinney)	<p>A. Kinney reported that the Annual Retreat on Cancer Research in New Jersey was a huge success in terms of the scientists and community members attending and interacting. There was great feedback on the session that covered how to do community based participatory research.</p> <p>A. Stroup has been updating the STRIDE Dashboard. The ADs were asked to inform the COE team of any needed data to be added to it.</p> <p>A. Kinney is also working with H. Hochster and T. Saunders on a "scorecard" for the SRB to use to assess whether research protocols appropriately respond to catchment area priorities. There is also a need to enroll more seniors into clinical trials.</p> <p>E. White would like to engage some patient advocates to become involved in her new Cancer Grand Challenges award.</p> <p>A. Kinney still needs to get on the Trainee Seminar schedule, as it is important for her to present to the trainees on catchment area priorities. E. Lattime will discuss with S. Chaudhary. H. In stated that she needs to speak with E. Lattime and S. Chaudhary about faculty mentoring.</p> <p>The reminder was given that PED should be addressed in each Research Program's Research Strategy for the CCSG. PED is not disparities in clinical trials or enrollments; it is focused on diversity and disparities within leadership and the workforce. There is a need to ask the NCI about what to put in the PED section and then to get some prescriptive guidance over to the Program Leaders. H. In will meet with each set of the Research Program Leaders between the first and second drafts internal submission.</p>	E. White will follow up with A. Kinney on recruiting some patient advocates.
Updates on Clinical Data	D. Foran presented on the Clinical Data Warehouse. There was a kick-off meeting for the Rutgers/RWJBH Data Governance Council (DGC) to review guidelines for storage and multiple	

<p>Warehouse/EPIC (Foran)</p>	<p>contracts. Rutgers to complete somatic mutation data housing in approximately a month. There is a push to establish a learning health system, with RWJBH/Rutgers to help with improvements in patient care and research by data collection and integration (also bringing in funding).</p> <p>The portal is already built. There is a proposed fee schedule, which Rutgers Finance should approve by end of July 2022. There are negotiated conditions for elevating the CDW to be an Enterprise – Wide Resource: 1) Oncology related studies fee schedule generated by CINJ/Mechanisms to capture and divert funds to BISR/CINJ; 2) Control and Access to Oncology Multinational Data managed by BISR; 3) Sustainability through RBHS Chancellor’s office (about 1.5 million people), Rutgers Office of Informatics Technology (Staff about 10 FTE), and future development and organization; and 4) CINJ Informatics staff (invoice OIT for services going forward).</p> <p>A. Kinney inquired about recruitment of patients to studies. D. Foran responded that inquiries on research would go to him as Director of the BISR, while those relating to clinical matters (e.g., quality of care) should go to his counterpart at RWJBH.</p> <p>A Kinney asked if the CDW had access to data from all CINJ sites. D. Foran responded that the CDW would have such access after EPIC is fully deployed to all CINJ sites.</p>	
<p>DEI Strategic Plan (In)</p>	<p>Please see attached presentation. The results of the July 26th meeting will be shared. H. In will also see if the Town Hall can be recorded.</p> <p>H. In has been engaged with the New Building Committee. She is working with the architects on making bathrooms to be gender inclusive or non-gendered. She is also reviewing the wall hangings to make sure they reflect inclusivity.</p>	
<p>Next Meeting</p>	<p>August 8th at 1:00 pm</p>	