

RUTGERS Cancer Institute of New Jersey **RUTGERS HEALTH**

Associate Directors Meeting MINUTES

MEETING DATE/TIME	October 10, 2022 / 1:00 – 2:30 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	X	Ioannis Stasinopoulos		
	Anita Kinney	X	Sunita Chaudhary	X	
	Haejin In	X			

AGENDA TOPICS				
TOPIC	DISCUSSION/CONCLUSION	RECOMMENDATION/ ACTION		
Urgent Issues				
(Team)				
Deputy Director's Report (White)				
Catchment Area Updates (Kinney)	There was a favorable review from the EAB for COE and the COE section in the Director's Overall Strategy. Per trends being seen at other NCI Site Visits, it is crucial that Research Programs demonstrate collaboration with the COE team and have examples of bidirectional communication with the community. Otherwise, reviewers could lower their scores at the NCI Site Visit. CINJ'S Research Programs have some strong examples, but they can do better. Y. Kang has agreed to present at a Research Café. A. Kinney will also follow up with Y. Kang about J. Rabinowitz being another presenter to the Research Café. CRTEC and COE have good examples of collaboration. It is also crucial for PED and CRTEC to show collaboration. COE and PED have also been interacting and developing plans. Pipeline programs for diverse trainees and efforts to recruit and foster career development of diverse faculty are examples of PED and CRTEC collaboration. Students in the RUYES program have been linked with the Citizen Scientist program. COE and CRTEC work together on other activities such as exposing students (e.g., Princeton interns) and other trainees to the CA burden, community outreach and engagement.	Dr. Kinney will invite J. Rabinowitz to engage in dialogue at a Community Science Café this month.		

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CRTEC	Please see presentation.		
Updates (Lattime	It was noted that C. Hinrichs recently got a new R00 grant and K. Payne got a new K22 award.		
/Chaudhary)	Since the most recent Rutgers Cancer Institute-Princeton University Annual Cancer Research Symposium was held in January 2022, the next one is being planned for 2023. E. Lattime was advised to ensure that the event did not conflict with an upcoming retreat being hosted by the Ludwig-Princeton Branch.	E. Lattime will check on the date of the Ludwig-Princeton Branch Retreat.	
	It was noted that at NCI Site Visits, there is now an expectation that ADs will be able to give an explanation of their budgets. ADs typically have 10% effort in their section budgets.		
	It was noted that CINJ is slightly below the national average for diversity within postdocs (~16%), and further below the national average for diversity within graduate students. S. Chaudhary confirmed that Education and Training is using the NIH criteria for Underrepresented Minorities. There was agreement that across all CCSG sections, the same criteria for Underrepresented Minorities should be used.		
	CRTEC's Aim 4 should be revised to junior and mid-level faculty. Now that CINJ will no longer have an AD for Faculty Affairs, a Faculty Steering Committee is being put together. This new committee will oversee the efforts to promote diversity within the faculty.	E. Lattime will update PowerPoint slide set according to recommendations from ADs.	
	It was noted that although CINJ's Faculty Affairs department has been the primary driver of faculty career development, this matter is aligned with CRTEC according to the CCSG. There should be collaborative efforts between CRTEC and PED for faculty career development. It is crucial to the CCSG that CRTEC and PED demonstrate how they leverage each other, and leverage University-wide initiatives.		
	There was also discussion of the need to carefully assign cancer relevance to training grants, and to look beyond whether CCSG Members are mentors. The Research Program Leaders should be able to help with assigning cancer relevance to these grants.		
Program Write-Ups	There was discussion around some CCSG narratives not incorporating feedback given by Senior Leaders and the urgent need to establish a process to ensure attention being paid to reviewer feedback. Concerns raised about the remaining timeline for submitting final drafts. There was also discussion about the best way to portray the key Research Program metrics in the narratives.	G. Londino-Greenberg will follow up with a reminder of due dates, a revised template, and prior narratives that show reviewers' feedback.	
Next Meeting	November 14 th at 1:00 pm		