

Associate Directors Meeting MINUTES

MEETING DATE/TIME	September 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	X	Linda Tanzer
	Shridar Ganesan		Eileen White X
	Howard Hochster	X	Gina Londino-Greenberg X
	Yibin Kang	X	Tracie Saunders X
	Anita Kinney	X	Sunita Chaudhary X
	Haejin In	X	

AGENDA TOPICS		
TOPIC	DISCUSSION/CONCLUSION	RECOMMENDATION /ACTION
New Business (Team)	Center Administration was asked to provide feedback on what remains to be done for EAB presentations.	G. Londino-Greenberg will provide "punch lists" of remaining items that must be addressed for the EAB presentations.
Deputy Director's Report (White)	E. White inquired about whether the ADs would be giving overview presentations on their respective areas at the upcoming CCSG renewal site visit. G. Londino-Greenberg and A. Kinney advised that in the interest of agenda timing, neither the EAB nor NCI Site Visit agendas would include presentations by the Basic Research or Pop Sci ADs.	
Catchment Area Updates (Kinney)	A Kinney reported that the Community Science Cafés were proceeding well. The COE team is actively seeking to engage more Princeton University Members into these events. Y. Kang helped to engage J. Rabinowitz as a pending speaker.	Drs. Kang and Kinney will engage more Princeton faculty in community engagement activities.
Progress on Clinical Trials Infrastructure (Hochster/Saunders)	<p>H. Hochster discussed key updates on the Clinical Trials Infrastructure that would also be included in his EAB presentation. He was advised to clearly state how the COE team was helpful in the strong public relations campaign efforts to promote enrollments into clinical trials.</p> <p>At present, Phase I trials are only being conducted at CINJ-New Brunswick. More personnel would need to be hired for CINJ to offer them at other sites. Most Phase II and Phase III trials are being conducted throughout the health system.</p> <p>It may be possible to engage J. Jaeger, RWJBH's Chief Academic Officer, to have more regulatory oversight of the implementation of non-therapeutic trials throughout the Health System. E. Halm may also be engaged on this matter too. Dedicated staff are needed for non-therapeutic trials with regard to research compliance and oversight. These staff could help address regulatory hurdles and do regulatory work for the system. Dr. Kinney and the CPC DSG could help to review this job description. H. Hochster reiterated the recommendation that a new office be started for regulatory oversight of non-interventional trials. This office could perhaps be supervised under S. Ganesan. A. Kinney stated that there is the general practice and expectation among NCI-designated Cancer Centers that all clinical trials be centralized and supported under one clinical trials office. The recommendation was made for T. Saunders, L. Tanzer, G. Londino-Greenberg, H. Hochster, S. Ganesan, A. Kinney, E. Bandera, C. Heckman and K. Devine to engage in strategic planning around</p>	G. Londino-Greenberg will follow up about setting up a planning meeting.

	a plan to for setting up the appropriate infrastructure and process within OHRS for the needed support for non-therapeutic clinical trials.	
DEI Strategic Plan (In)	<p>The PED slide set has been updated significantly since the first EAB rehearsal. These slides now include information how CINJ plans to move forward to obtain more needed data.</p> <p>The first Faculty Listening Circle will be held tomorrow, which will be a data set incorporated in EAB presentation.</p> <p>The DEI Office's new Show Up Initiative was discussed. It focuses on examples of faculty, staff, and other personnel who help to make the CINJ workplace inclusive and positive. About 50 individuals were nominated, and most agreed to participate by having their pictures taken and providing quotes. The process of collecting quotes and pictures is almost finished. H. In will have updates within the next month or two.</p> <p>Efforts toward gender affirming bathrooms are taking longer due to delays in working with Rutgers University Facilities. The DEI Office is still working with the architects on gender affirming bathrooms to be in the new Cancer Center building.</p> <p>Now that the academic year has resumed, a DEI training is forthcoming. The recommendation was made that there should be more diversity within the faculty recruitment committees. H. In is working with Faculty Affairs on this matter, and to have diversity training for the faculty recruitment committees.</p> <p>H. In was advised that in the PED Research Strategy and EAB presentation, there should be more details on all of the DEI Office's efforts and plans to enhance diversity within faculty, including the Rutgers University pipelines such as J. Holloway's DEI Scholars Program. However, it will be crucial to emphasize the CINJ-specific efforts being taken, in addition to those offered through Rutgers and Princeton Universities. It was noted how some other NCI-designated Cancer Centers are currently being reviewed under the new CCSG FOA. H. In may be able to connect with her counterparts at these places, to see what feedback on PED was received.</p>	
Next Meeting	October 10th at 1:00 pm	