

CTSA Community Engagement Key Function Committee**January 22, 2010**

Attendees: DJ McCloskey, NCRR; Lloyd Michener, Duke; S. Aguilar-Gaxiola, UC Davis; M. Eder, Chicago; C. Boushey, Indiana; D. Blumenthal, Morehouse ; N. Dunham, Wisconsin; S. Gutter, Cornell; V. Villela Perez, San Antonio; B. Moquin, NHLBI; Katherine Reyo, NYU; N. Hood, Ohio State; A. Aguirre, Columbia; B. Romallo., Rockefeller; S. Nelson, Johns Hopkins; B Dittus, Vanderbilt; L. Carter-Edwards, Duke; K. Stewart, Arkansas; L. Savitz, Utah; S. Greene, University of Washington; N. Bennett, Rochester; L. Ziegahn, UC Davis; R. Kalish, Boston; L Kleinman, Mount Sinai; S. Petronella, UTMB; Poultney, Mount Sinai; K. Nokes, Cornell; Y. Joosten, Vanderbilt; L. Boone, Vanderbilt; W. Hunter, UNC; M. Laken, South Carolina; R. Rothman, Vanderbilt; C. Fallon, UMAB; Ron Ackerman, Indiana University; C. Christoffel, Chicago; J. Valenzuela, Cincinnati; E. Martinez, San Antonio; Rick Deyo, OHSY; M. Rey, NYU; B. Dancy, Illinois; B. Shenkman, Florida; J. Coulter, Iowa, NYU; J. Holzer, Johns Hopkins; M.A. McDonald, Duke; L. Bosco, OBSSR; C. Ferrans, University of Illinois at Chicago.

I. Welcome and approval of last month's meeting minutes

Dr. Aguilar-Gaxiola formally welcomed members to the meeting. The meeting minutes from December were approved.

II. Upcoming face-to-face meetings: May 12, 2010 Community Engagement KFC face-to-face meeting

Three face-to-face meetings will be held in May, 2010. On May 12, 2010 the Community Engagement KFC face-to-face meeting will be held at the Natcher Conference Center on the NIH campus in Bethesda, MD. Dr. Michener shared the agenda for the meeting with the CE KFC. Further details on logistics will be forthcoming. A call for posters will also be sent to members soon.

There will also be an R13 Science of Community Engagement Conference held from May 13-14, 2010 as well as an OBSSR-sponsored meeting on May 11, 2010 that will be discussed further by Dr. Lynn Bosco at today's meeting.

III. OBSSR-Sponsored face-to-face meeting

OBSSR will be sponsoring a one-day workshop on May 11, 2010 in advance of the CE KFC face-to-face meeting. This workshop will focus on behavioral and social science and career development as they relate to community engagement. Further details will be forthcoming, but the workshop will likely be a half-day, meeting with didactic sessions covering successful models of incorporating behavioral and social science training and career development into CTSA's. The day will also include a discussion about priorities, examples, and how to export and replicate successful ideas and programs. OBSSR is planning to have space for one person from each CTSA to attend the workshop, with the potential for more participants if space becomes available.

II. Workgroup Updates and Announcements**a. Educational Competencies Workgroup – Mary Anne McDonald**

There are five core competencies for community engagement, and the Educational Competencies Workgroup has formed a sub-group around each competency that will develop

four to eight learning objectives for each competency. The Workgroup is also collecting materials that can be used to teach community engagement. Any CE KFC member who wishes to contribute materials is asked to send them to Mary Anne McDonald and to copy Kristin Kennedy.

b. Community Partners Integration Committee – Sarah Greene

The Community Partners Integration Committee is continuing its deliberations about the role and size of a community partners committee within the CE KFC. The intent is for the Committee to emphasize products and outcomes, such as identifying best practices around community advisory boards and engaging community partners.

c. Scholarships and Engagement Taskforce – Kathy Nokes

The purpose of the Scholarship and Engagement Taskforce is to assess promotion and tenure issues related to community engagement. In 2010, the Taskforce intends to survey CTSA on this topic to gain insights into major issues surrounding scholarship and engagement. The Taskforce has found a suitable survey developed by CCPH; this survey which will be modified and may be used. The main challenge for the Taskforce is irregular participation at the monthly call, which is held on the fourth Friday of the month at 11:00 AM ET. Please contact Kristin Kennedy if you are interested in joining the Taskforce. The Taskforce also requests that CE KFC members send examples of existing surveys that measure promotion and tenure.

d. Outcomes of Community Engagement Workgroup – K. Christoffel

The Outcomes of Community Engagement Workgroup is currently working on a logic model intended to capture the various components along the causal pathways that lead from CE to improved population health.

III. Proposed new workgroup: CE KFC Taskforce for Writing and Publications

There is a great interest in the work that CTSA are doing around community engagement, which creates a need to have CTSA work published in peer-reviewed publications. One potential deliverable for such a group is to compile a publication of best practices for community engagement as well as evidence in support of those practices. Those interested in joining this new Workgroup can e-mail Kristin Kennedy with their name, institution, and contact information.

IV. ARRA Toolkit proposal – Indiana University CTSI CHEP Collaboration

Indiana University was recently awarded a supplement to create a toolkit that provides developers of CEnR with information on how they can build infrastructure. The team at Indiana is in the process of engaging in an environmental scan (to include CES for health, CCPH, MedS, and the CTSA Wiki) to assess what resources are currently available. In developing this toolkit, the aim is to avoid simply putting material on a web portal by also providing information about the context in which posted resources have been used in the past and how they might apply in other contexts. For more information on this toolkit, please e-mail Ron Ackerman at CHEP@iupui.edu.

V. Methods for building ties to larger national groups, community groups, and others

Dr. Michener reminded the KFC that each member should try to be involved across the consortium because committee membership is one way in which CTSA will be evaluated during review. In addition to making additional connections across the CTSA Consortium, it is also necessary to connect with

others stakeholders that are doing parallel work (examples would be the CDC, other HHS agencies, and AHRQ). This would also include international groups. Dr. Michener asked CE KFC members to think about ways in which we can better partner with others and to create these linkages.

Action Items:

- 1) The Educational Competencies Workgroup is collecting all materials that can be used to align with the CE competencies. Materials should be sent to Mary Anne McDonald with Kristin Kennedy copied.
- 2) Kristin Kennedy will send the e-mail addresses for CE KFC Workgroup co-chairs to CE KFC members.
- 3) Members interested in joining the Scholarship and Engagement Taskforce should e-mail Kristin Kennedy.
- 4) Please send examples of existing surveys to measure promotion and tenure to Kathy Nokes with Kristin Kennedy copied.
- 5) Those interested in joining the proposed new Writing and Publication Workgroup can e-mail Kristin Kennedy with their name, institution, and contact information.