

**CTSA Community Engagement Key Function Committee  
June 25, 2010 at 12:00 pm ET****MEETING SUMMARY**

**Attendees:** Donna Jo McCloskey, NIH/NCRR; Sergio Aguilar-Gaxiola, UC Davis; Molly Dwyer-White, Michigan; Nancy Lowe, Mount Sinai; Nicole Morales, Booz Allen; Sarah Greene, Group Health/ITHS; Lucy Savitz, Utah; Marc Gourevitch, NYU; Laurel Leslie, Tufts; Phil Greenland, Northwestern; Mickey Eder, Chicago; Elizabeth Martinez, Texas Health Science Center; Denise Daudelin, Tufts; Kathleen Stevens, Texas Health Science Center; Ray Howard, Texas Health Science Center; Shantrice Jones, CDC; Ellen Goldstein, UCSF; Thelma Hurd, Texas Health Science Center; Lynn Bosco, NIH/OBSSR; Alison Gunn, North Carolina; Paul Marantz, Albert Einstein; Susan LeBailly, Northwestern; Kathy Nokes, Cornell; Monica Ruiz, Scripps; Jenelle Quenneville, Medical University of South Carolina; Paula Fleisher, UCSF; Carol Ferrans, UI Chicago; Jennifer Huang, Westat; Lainie Ross, Chicago; Claudia Calhoun, NYU; Emily Hardwick, Indiana; Alejandra Aguirre, Columbia; Lisa Schrader, Mayo; Susan Lyons, UA Birmingham; Julia Wesley, UI Chicago; Karen Hacker, Harvard; Lori Carter-Edwards, Duke; Richard Deyo, OHSU; Lee Bell, Michigan; Jen Kauper-Brown, Northwestern; Michele Abraham, Case Western Reserve; Shauntice Allen, UA Birmingham; Sheila Gutter, Weill Cornell Medical College; Chris Atchinson, Iowa; Nancy Dunham, Wisconsin; Russell Rothman, Vanderbilt; James Holahan, Weill Cornell Medical College; Rowena Dolor, Duke

**I. Welcome**

Dr. Aguilar-Gaxiola welcomed participants to the teleconference and invited new members to introduce themselves. The group approved the meeting minutes from the May 12<sup>th</sup> Face-to-Face meeting.

**II. Recap of May F2F Meeting***May 11<sup>th</sup> OBBSR Face-to-Face*

This meeting focused on ways of enhancing behavioral science research, including projects funded by the AARA supplement. Breakout sessions also discussed comparative effectiveness and community engagement rubrics. The meeting summary will be posted within a month or two.

*May 12<sup>th</sup> CE KFC Face-to-Face*

The purpose of this meeting was to identify the current functions of the CE KFC, define priorities for the upcoming year, and develop a larger "Network of Research Networks" initiative.

*May 13<sup>th</sup> – 14<sup>th</sup> Science of Community Engagement Face-to-Face*

Participants discussed methods and outcomes that demonstrate measurable health improvements, specifically to enhance the scientific rigor of community engagement. The meeting summary will be available within the coming weeks.

*May 26<sup>th</sup> NIDA and CTSA Face-to-Face*

The draft meeting summary will be sent to speakers and panelists to review by early next week. Once the summary and action items have been approved, it will be made available online.

#### *May 27<sup>th</sup> CE KFC “Network of Research Networks” Face-to-Face*

The purpose of this meeting was to develop an infrastructure to increase collaboration amongst individual research networks and larger institutions.

#### *May 28<sup>th</sup> CER Forum*

The purpose of this meeting was to discuss opportunities to collaborate on a national comparative effectiveness research agenda and the meeting included participants from CTSA, NCRR and non-CTSA organizations.

### **III. New SGC Four Committee Structure**

Dr. McCloskey informed meeting participants of the structural changes to SGC Four including the CE and CER KFCs. The transitions will incorporate communication mechanisms to prevent duplicative activities and ensure efficient utilization of consortium resources.

As part of the proposed communication structure, each workgroup and task force will provide written updates on progress, timelines, and challenges on current activities to SGC Four. Verbal reports will be given during SGC Four monthly teleconferences. Also, KFC deliverables will be reviewed and endorsed by SGC Four for CTSA consortium recommendations, if appropriate.

The transition also updated the roles and responsibilities of PI Co-Chairs, NIH Coordinator, SGC Administrators, CMG liaison, and Booz Allen Project Managers.

### **V. Onboarding New CTSA Awardees**

The next round of CTSA awardees will be announced in July. Dr. Gutter suggested that an on-boarding system should be developed to welcome and inform new awardees. As administrators grant consortium access to individuals, they should be provided with orientation materials to become acclimating with the committees and respective workgroups.

### **VI. Community Engagement Consultative Service (CECS) Round Two Update**

Dr. Carter-Edwards discussed the second phase of the CECS, which provides researchers with the opportunity to engage with experts. Pairs of researchers will be matched with consultants. Interested parties should speak with their regional coordinators. The Outcomes Workgroup will provide input on assessing the outcomes of these consultative visits.

### **VII. Action Items**

- Researchers interested in the second phase of the CECS program should reach out to their regional coordinators and/or provide CECS with the appropriate point of contact for their institution by August 5.
- All publication-seeking pieces that reflect the collective knowledge of the CE KFC should be vetted through the Publications Committee.

**The next monthly teleconference will be held on July 23<sup>rd</sup> at 12:00 am ET.**