

CTSA Community Engagement Steering Committee

Monthly Web Meeting

September 26, 2008

Attendees: D.J. McCloskey (NIH Coordinator); S. Aguilar-Gaxiola, UC Davis (Co-Chair); L. Michener, Duke (CTSA Co-Chair); R. Deyo, OHSU, M. DeHaven, Dallas; R. Petryshyn, NCI; M. Sayre, NCR; L. Ziegahn, UC Davis; B. Ewigman, Chicago; M. Roman-Isler, Duke; B. Moquin, NIH N. Bennett, Rochester; Murray, Houston; D. Blumenthal; S. Nelson, Johns Hopkins; N. Benedict, Texas; D. Rosenblum, NCR; S. Gehlert, Chicago; N. Dunham, Wisconsin; M. White, Ann Arbor; B. Boden-Albala, Columbia; R. Kost, Rockefeller; J. Dunbar-Jacob, Pittsburgh; Y. Joosten, Vanderbilt; J. Cook, Duke; M. Spofford, L Robbins, Cornell; J. Patel, Cornell; M.A. McDonald, Duke; ; P. Fishman, U Washington; I. Orams, NCR, R. Filart, NCR; F. DePorcq, Yale; C. Hughes Halbert, U Penn; R. Garcia, Boston University; P. Greenland, Northwestern University; L.Savitz,Utah; L. Minasian (NCI); J.Kauper-Brown, Northwestern; M.E. Wewers, OSU; E. Thompson, U Washington; N. Hood, OSU; A. Hepler, Washington University; M. Parchman; San Antonio; D. Vandini, Pittsburgh; S. Eisert, Denver Health

Absent: T. Beck, NCR; B. Beech, Vanderbilt; L. Bell, UPenn;; D. Buchwald, U Washington; R. Dittus, Vanderbilt; J. Hickner, Chicago; L. Hipps, Pittsburgh; G. Jenkins, OER; E. Larson, U Washington; S. McClure, NCR; D. Meyers, AHRQ; R. Nowjack-Raymer, NIDCR; A. Sehgal, Case Western; L. Szczech, Duke; M. Verklan, Texas; R. Lantigua, Columbia; C. Sampselle, Ann Arbor; C. Caughman, NCR; P. Einhorn; D. Musselman, Emory; L. Baldwin, U Washington; J. Ickovics, Yale; C. Dennison, Johns Hopkins; E. Goldstein, UCSF; K. Grumbach, UCSF; I. Orams, NCR; P. Fleischer, UCSF; L.A. Jensen; P. Carney, OHSU; H. Meissner, NIH; R. Edminson, NCI; M. Baun, Houston; J. Hinman, Emory; C. Balch, Johns Hopkins; M. Fitzpatrick, UCSF; A.Sawczuk, NCR; D. Warner, Mayo; R. Joskow, NCR; L.Cottler, Washington University; K. Erwin, Moorehouse; V. Pemberton, (NHLBI); B Tai NIDA (NIH Coordinator); K. Nokes, Cornell; D. Alexander, NICHD; C. Evans, Johns Hopkins; T. Bordonaro, NIH; J. Frey, Wisconsin;

Meeting Summary

I. Welcome from Co-Chairs (Lloyd Michener and Sergio Aguilar-Gaxiola)

Dr. Sergio Aguilar-Gaxiola provided the welcome for the monthly meeting.

II. Welcome of new members (DJ McCloskey)

III. Approval of July meeting minutes (DJ McCloskey)

The meeting summary for July with edits from Mary Anne McDonald was approved.

IV. Re-election of CTSA Co-Chairs (DJ McCloskey)

Drs. Michener and Aguilar-Gaxiola were nominated for another term and will continue serving as co-chairs for the Committee.

V. Development of a PBRN Workgroup (David Warner)

The Committee discussed a proposal for the practice based research network (PBRN) Workgroup submitted by Dr. David Warner. An explicit goal of the Workgroup would be the acceleration of clinical knowledge into practice, a fundamental goal of the CTSA program. The Workgroup will explore how PBRNs can best work with CTSA, access resources and define best practices. These goals are also consistent with the work the CAPP Workgroup has pursued. The proposed membership for the Workgroup is ten members drawn from the CTSA with PBRNs, but it is not necessary for Workgroup members to be members of the Steering Committee. Next steps for the Workgroup include circulating the draft proposal to membership for review and scheduling a call between Drs. Minasian and Warner to possible overlaps and synergies between the two Workgroups and then report to the face to face meeting.

VI. Evaluation Workgroup

Committee members should start thinking about plans for evaluation. This will be a discussion topic at the face to face meeting. The Committee will start thinking in terms of metrics and how these metric may be shared across CTSA sites. Members suggested that schools of public health may be a good resource for individuals with backgrounds in evaluation. The PIs are currently exploring the formation of groups to establish metrics.

VII. Publication Workgroup/Taskforce (Sergio Aguilar-Gaxiola)

- Manuscript approval process

Dr. Aguilar-Gaxiola discussed some preliminary considerations for publication policies and guidelines. These criterion included:

1. Article's thrust. Does the paper accurately describes the direction of our CTSA community engagement work?;
2. Representation. Is the paper a personal statement of the authors, or a representation of the CTSA's?
3. Authorship. Guidelines for multiple authors, roles and order of authorship.
4. Review and approval. Who should vet the article and what is the vetting sequence?

5. Timeline. The suggestion is to allow one week to have our CESC review and comment on the article and one week for the CTSA Operations Committee

Information from research needs to be shared with the community and approval of the process should involved.

VIII. Workgroup Updates

a. CAPP Workgroup (Lori Minasian)

Dr. Minasian shared that over the last six to eight months, the Workgroup has focused on PBRNs and federally funded mechanisms with academic investigators. The most recent presentation came from Dr. Weinmann of NHLBI.

c. Resource Development Workgroup (Linda Cottler)

The Workgroup is working on finding relevant grants to work on collaboration and evaluating the percentage of funds come from the Community Engagement Committee. The Workgroup is in search of more members.

VIII .Face to Face Meeting October 24, 2008

- Review of registration process
- Call for abstracts

Committee members were encouraged to register for the meeting and submit abstracts regarding community engagement activities at their institutions.

X. Next meeting: November 21, 2008, 12 Noon ET

#	Action Items	Owner	Due Date
1	Post to Wiki and distribute PBRN/HMORN supplement proposal	Jenna Goldstein	09/26/08
2	Drs. Warner and Minasian will meet via phone to discuss PBRN Workgroup and CAPP	David Warner and Lori Minasian	
3	Distribute Publication Committee documents provided by Dr. Aguilar-Gaxiola	Jenna Goldstein	
4	Members should register for F2F Meeting		Until October 20, 2008