

## **Community Engagement Key Function Committee**

### **Monthly Web Meeting**

November 21, 2008

#### **Meeting Summary**

**Attendees:** N. Bennett, Rochester; D. Warner, Mayo; S. Aguilar-Gaxiola, UC Davis, (Co-Chair); L. Michener, Duke, (Co-Chair); L. Schrader, Mayo; DJ McCloskey, NCRR, (NIH Coordinator); B. Moquin, NCCAM; C. Sampsel, Michigan; R. McClinton, Stanford; C. Caughman, NCRR; R. Garcia, Boston University; M. Fitzpatrick, UCSF; B. Motsinger, UNC; M. Eder; University of Chicago; K. Christoffel; E. Goldstein, UCSF; S. Baker, Alabama; M. Lapido; B. Tai, NIDA; S. Allen, Alabama; G. Rosenthal, Iowa; N. Dunham, Wisconsin; P. Einhorn, NHLBI; L. Stark, Utah; L. Carter-Edwards, Duke; R. Petryshyn, NCI; H. Strelnick, Einstein; D. Blumenthal, Emory; V. Pemberton, NHLBI; A. Hepler, Washington University; A. Lennon, Emory; K. Nokes, Cornell; N. Hood, OSU; P. Fishman, University of Washington; S. Fortmann, Stanford

#### **I. Welcome to the meeting (Drs. Aguilar-Gaxiola and Michener)**

Drs. Michener and Aguilar-Gaxiola provided the formal welcome for the meeting.

#### **II. Introduction of new members (Dr. McCloskey)**

#### **III. October Face-to-Face meeting update (Dr. Michener)**

Dr. Michener explained that the Consortium Steering Committee strategic planning process yielded four strategic goal committees. During the CE-KFC face-to-face meeting, there was a review of work completed by the Committee in the last year as well as a discussion of the role of the Committee in the strategic planning process. The Committee created implementation steps during the face-to-face meeting as the first step in the planning process.

#### **IV. Consortium Steering Committee update and introduction: Strategic Goal Committee Four (Dr. McCloskey)**

The strategic goal members met on November 18th and determined that the CE-KFC would be the home for most of the work that will be done in addressing the implementation steps that the CE-KFC addressed. The group which will include the expertise from the CE-KFC and other KFC's, specifically Evaluation and Education, will work together on the implementation steps. Our current workgroups map directly to some of the implementation steps and will continue to function. The large size of the group is advantageous, since we have many other

objectives to address. There will be more groups formed to address these. Currently the Strategic Goal Committee is working on prioritizing the implementation steps. The good work that is currently under way will be continued.

#### **V. Summary of Executive Committee (Dr. Warner)**

Dr. Warner explained that upon the forming of the CTSA Consortium various steering committees were assembled in various function areas. As the CTSA Consortium increased in size and complexity, the PIs became concerned that the activity was not well coordinated. In July a meeting was convened where nine goals were developed. In October, the nine goals were further refined and became strategic implementation steps. The process is still being defined and it will need to be determined how the key function committees will be involved in the process. There will be an effort to bring the activities of the key function committee into the four strategic goal committees. Although the strategic goal committees are comprised mainly of the PIs, it will be important to have expertise from the key function committees. The NIH wants to ensure that the right people are brought together to accomplish goals of the committee.

#### **VI. Evaluation meeting update (Denver, Colorado) (Dr. Warner)**

Dr. Warner began his meeting update with an explanation of how evaluation maps to all strategic goals and implementation steps. The goals of the Evaluation Key Function Committee include assisting the individual CTSA's in performing their own evaluations and partnering in an evaluation of the entire CTSA program. The Committee also shared that they want to be part of developing the methodologic guide as well as help coordinate use and development of methods. The Evaluation Key Function Committee will be looking to the Community Engagement Committee to provide developed metrics that will help gauge how the Committee establishes success or failure.

#### **VII. Recap: Education and AAMC Meeting (Dr. Michener)**

Dr. Michener shared that representatives from the CEKFC, CDC and other organization attended the AAMC meeting. There was a review of the work each group is engaged in, and the topic of overlap in the training of physicians and clinicians was discussed. The intention is for these various groups to collaborate and work together.

#### **VIII. Supplemental Awards update (Dr. Michener)**

##### **a. PRIMER**

Dr. Warner provided a brief overview of the PRIMER supplemental award. The aims of the PRIMER award include defining research infrastructure needs among CTSA and PBRN researchers, adapting a suite of tools that address the spectrum of collaborative research activities and disseminating the CTSA Research Resource Guide,

##### **b. Consultative Service**

Dr. Michener explained that the consultative service is designed to supplement the community engagement regional workshops with a service providing guidance on how CTSA's can work more effectively with communities as well as a web-based listing of best community engagement practices and experts. The project will be conducted from

September 2008 through August 2009. Project partners include the Community Engagement Key Function Committee, the consultative service coordinating center at Duke, the 5 regional sites and the 38 CTSAAs as well as the community partners. Progress to date includes the development of a draft webpage on the Duke Translational Medical Institute website, a developed list of 21 community engagement best practices along with literature sources identified a generated consultant list and sub-contracts with regional CTSAAs in progress. Next steps include continuing to build the webpage elements and completing the secure log in for completing site self-assessments. Additionally, the CTSAAs will be involved in completion of the self-assessment form, help to identify consultants and the scheduling of consultant visits.

#### **VIII. May 2009 Workshop announcement (Dr. McCloskey)**

As you all know an R-13 was submitted to NCCR by Dr Michener on behalf of the CE group to host a conference. The date and venue has been established as May 14-15 at the Natcher Conference center here on the NIH Campus. The goals of the conference that are proposed:

- Develop standard methods for Community Engagement within the context of clinical and translational research.
- Provide a forum for discussion of experiences and ideas concerning education and training of researchers and their teams in community-engagement principles and practices.
- Provide a forum for discussion of experiences and ideas concerning education and support of community partners working with researchers at academic institutions.
- Provide a networking opportunity across translational and clinical disciplines including new and established CTSA awardees and their respective community partners.
- Identify national and regional resources to support effective localized community engagement research efforts.

#### **X. Translational meeting registration deadline**

The Dissemination and Implementation Conference on January 28-29 has a registration deadline of December 1, 2009. If you plan to attend, please register!

#### **XI. Next meeting: December 19, 2008**