

**Minutes Community Engagement Steering Committee Call
January 25, 2008
12:00 – 1:00**

Attendees: S. Aguilar-Gaxiola, UC Davis (Co-Chair); D. McCloskey (NIH Coordinator) V. Pemberton, (NHLBI) E. Goldstein, UCSF; B Tai NIDA (NIH Coordinator); D. Warner, Mayo; M. DeHaven, Dallas; K. Nokes, Cornell; Y. Joosten, Vanderbilt; N. Benedict, UT Health Science Center; R. Petryshyn, NCI; J. Hinman, Emory,; L. Ziegahn, UC Davis; R, Edminson, NCI; N. Bennett, Rochester; C. Balch, Johns Hopkins; N. Murray; D. Blumenthal; S. Nelson, Johns Hopkins; N. Benedict, Texas; D. Rosenblum, NCCR; K. Grumbach, UCSF; S. Gehlert, Chicago; H. Meissner, NIH; L.Cottler, Washington University; L. Robbins; L.A. Jensen; I. Obrams, NCCR; P. Carney, OHSU; P. Fishman, UWashington; B. Ewigman, Chicago; C. Dennison;E. Davis, BAH; J Goldstein, BAH; Others not identified in Adobe Connect

Absent: D. Alexander, NICHD; T. Beck, NCCR; B. Beech, Vanderbilt; L. Bell, UPenn;; D. Buchwald, UWashington; R. Dittus, Vanderbilt; J. Hickner, Chicago; L. Hipps, Pittsburgh; C. Halbert, UPenn; G. Jenkins, OER; R. Kost, Rockefeller; E. Larson, UWashington; S. McClure, NCCR; D. Meyers, AHRQ; R. Nowjack-Raymer, NIDCR;; A. Sehgal, Case Western; L. Szczech, Duke; M. Verklan, Texas; R. Lantigua, Columbia; C. Sampsel, Ann Arbor; M.Sayre,NCCR; L.Michener, Duke; A.Sawczuk, NCCR; C. Caughman, NCCR; P. Einhorn; L. Minasian (NCI); M. White, University of Michigan-Ann Arbor; D. Musselman, Emory; J. Dunbar-Jacob, Pittsburgh; L. Baldwin, U Washington; P. Fleischer, UCSF; M. Fitzpatrick, UCSF; J. Ickovics, Yale;

I. Welcoming remarks from Co-Chairs (Sergio Aguilar-Gaxiola)

Dr. Sergio Aguilar-Gaxiola informed the Committee that Dr. Lloyd Michener would not be able to attend the meeting and extended a formal welcome to Committee members.

II. Approval of Minutes (Dr.Sergio-Aguilar-Gaxiola)

The minutes were formally approved.

III. Introduction of new member(s) (DJ McCloskey)

Dr. McCloskey requested that new members provide introductions. Dr. Linda Cottler of Washington University introduced herself and touched on her role at Washington University and issues surrounding budget constraints. Bernard Ewigman also introduced himself.

IV. Reports from Workgroup Members

a. Regional Workshop Working Group

Dr. McCloskey provided a brief summary of recent meetings. The Workgroup has agreed upon four or five regional workshops, the first of which will occur in Bethesda, Maryland on May 9, 2008. The title of this workshop is "Accelerating the Dissemination and Translation of Clinical Research into Practice." The Association for Prevention Teaching and Research (APTR) funds these workshops. The funding will be split up by regions and topics for these workshops will be region specific. Two new members were added to this Workgroup - Linda Cottler and Paul Fishman.

b. CCOP (renamed CAPP)

Dr. McCloskey provided a brief overview of the newly named Community-Academic Practices Partnership (CAPP) Workgroup. The CAPP Workgroup's goal is to determine how to connect existing NIH funded community-based clinical research programs with the CTSA Community Engagement Committee. Dr. Minasian is currently composing a list of CTSA programs that have funding for the Community Clinical Oncology Programs and will provide the list as well as models for best practices. Dr. Patty Carney has joined this group as an additional member.

c. May 9 Workshop (Dr McCloskey)

The May 9, 2008 Workshop serves as a kick-off for the regional workshops. The workshop will take place at the Natcher facility and all are invited to attend. The third call has taken place, and the planning group is in the process of looking at various speakers to participate. Dr. Steven Woolf is a confirmed participant. The Committee was informed about the library of articles that have been assembled on the Wiki, including the Steven Woolf article. Members were encouraged to submit additional articles to be posted. The draft agenda for the workshop was reviewed as well as the possible schedule of speakers. Dr. Donald Berwick will be extended an invitation to participate in podium session 1, Steven Woolf has been confirmed for podium session 2. Names discussed for panel session 1 include: Joel Kupersmith, Jeff Harris and Ken Wells. Names discussed for panel 2 include Steve Orenstein as a backup, Charles Collins, Theresa Cullen, Russ Glasgow and Larry Green as a backup. The names mentioned for the third panel include: Fred Rachman, David Stevens, Phil Batey and Dan Blumenthal. In addressing how these panels will be organized, it was shared that there will be three speakers from each panel, thirty minutes to an hour for discussion.

V. Overview of PI Meeting (DJ McCloskey)

a. Establish 3 workgroups that address the priorities that emerged from the PI meeting.

There were three themes that emerged from the PI meeting. Educational competencies in clinical and translational science was one of the themes. The upcoming January 31, 2008 Core Competencies Workshop that will be held in Bethesda was referenced. There will be representation from the Community Engagement Steering Committee. Members from the committee will voice the importance of community engagement. The second theme that emerged from the meeting is the need for clinical research management. A point of discussion involving this theme, is streamlining the process of studies getting through review boards at each institution. The last emerging theme was Informatics.

VI. Discuss any major issues from CTSA sites (Sergio Aguilar-Gaxiola)

Progress Reports

Committee members will take turns reporting progress from their various institutions. The reports will be helpful in establishing the various contributions sites are making. The progress report to the Consortium Oversight Committee was compiled and synthesized from milestones from the various CTSA sites.

Re-budgeting and budget constraints is a major challenge that many of the sites are currently encountering. Members expressed the difficulties that they have experienced at their various sites due to reductions in the budgets. It was suggested that various sites share their success stories on leveraging funds through the formation of a possible workgroup. An additional suggestion was collaboration in the grant writing process.

The topic of core competencies was revisited. While it is unclear what future requests for applications (RFAs) will say about evolving CTSA's, committee members agreed that it is important that community engagement is a large part of RFAs. One of the questions that was raised while discussing core competencies was: what are the core competencies of community engagement?

The importance of engaging community leaders, following through with deliverables, defining a clear message about why community engagement is important, demonstrating a good political sense within institutions regarding community engagement as well as informing local representatives about the work being done around community engagement within the CTSA institutions are all essential to engaging the community.

In order to address what the core competencies of community engagement are, it might be helpful to look at case studies and successes within various institutions. Bernadette Boden-Albala requested that members submit specific public health competencies and case studies in response to an e-mail that she will send to the group (Bernadette will represent the CTSA Community Engagement Steering Committee at a meeting with the CTSA Education and Training Committee on January 31st).

VII. Governance Issues (Sergio Aguilar-Gaxiola)

- a. Establish meaningful meetings**
- b. How often?**

The committee addressed the challenge of a growing consortium and the goal of having meaningful monthly meetings in spite of a large membership. Some suggestions offered were organizing meetings according to geographic regions. The Committee should assemble challenges and best practices across sites in order to determine best practices.

VIII. Regional CTSA Meetings are forming (Sergio Aguilar-Gaxiola)

In the Western region several CTSA sites including the Oregon Health & Science University, UC Davis, UCSF, University of Washington and will be meeting on February 4th to start discussing community engagement. Patty Carney announced that another meeting will take place in Oregon on May 19-20, 2008. This meeting will bring researchers together across the cancer spectrum. Discussion at the meeting will include linked R01s and how study review panels view proposals. Various topics to be addressed will include cancer control with young adults and exercise as an intervention to reduce falls among chemotherapy patients. Participants from other sites may have their travel and hotel compensated for. They must, however, have partners lined up to work on the linked R01. Patty Carney will send the agenda for this meeting to committee membership.

IX. Other Issues

The Clinical Research Management Workshop will be held on June 23-24, 2008. This is CTSA consortium effort that will occur in Bethesda, Maryland.

Action Items:

1. Send agenda for OHSU Workshop.
2. Send e-mail to membership soliciting case studies and ideas for community engagement core competencies.
3. Send e-mail to new Workgroup members notifying them about upcoming meetings.