

CPCRN Steering Committee Meeting Minutes

February 11, 2020

2:00 – 3:00 PM ET

Roll Call:

Colorado SPH – Betsy Risendal, Andi Dwyer
 Emory – Cam Escoffery, Christine Agnone
 New York University-CUNY – Chau Trinh-Shevrin, Simona Kwon, Julie Kranick
 U. Arizona – Cyndi Thomson, Rosi Vogel, Maia Ingram
 U. Iowa – Natoshia Askelson, Heidi Haines
 UNC-Chapel Hill – Catherine Rohweder, Jennifer Leeman, Alison Brenner
 U. South Carolina – Daniela Friedman, Sam Noblet
 U. Washington-Seattle – Thuy Vu, Linda Ko
 CDC – Arica White, Sue Sabatino
 NCI – Cindy Vinson
 UNC Coordinating Center – Stephanie Wheeler, Becky Lee, Rebecca Williams, Alexa Young

All documents from this meeting are located in the CPCRN Steering Committee Google Drive folder ([link](#)).

Agenda Item/Presenter	Comments/Discussion/Notes	Decisions and Action Items
Coordinating Center Updates (Wheeler & Lee)	<p><i>CPCRN5 Kickoff Meeting (Wheeler)</i></p> <ul style="list-style-type: none"> • In the process of doing an evaluation survey • CC will synthesize findings from survey and will prepare to present summary evaluations from the data during the next SC meeting <p><i>CPCRN at ASPO (Wheeler)</i></p> <ul style="list-style-type: none"> • 44th Annual ASPO Conference will take place in Tucson, AZ from March 29-31, 2020 • CPCRN members will be presenting as well as attending other relevant meetings that are scheduled to take place before and after ASPO 	<p>Members should fill out CPCRN5 Kickoff Meeting evaluation survey by Friday, 2/14</p> <p>PIs and PDs should remind investigators from their centers to fill out the evaluation survey if they have not done so already</p> <p>Coordinating Center will reach out to members via email to get a sense of who is</p>

<p>Coordinating Center Updates Continued (Wheeler & Lee)</p>	<ul style="list-style-type: none"> • Wheeler: <i>Should we organize a CPCRn get-together at ASPO? Who will be attending?</i> <ul style="list-style-type: none"> ○ Thomson: <i>Arizona would love to have an opportunity to host the CPCRn meeting. Cancer Survivorship Workgroup is already interested in hosting a meeting during this event. We should do a count by email to gauge member interest in meeting up.</i> ○ Escoffery: <i>Some members are attending the meeting with Community Engagement interests in mind, so if there's any interest in getting people from centers who are interested in community engagement together, Cam is happy to link the Emory representatives to those people/events.</i> ○ Ko: <i>I will be attending ASPO with two community partners. Can we bring them along?</i> <ul style="list-style-type: none"> ▪ Wheeler: <i>Of course, all colleagues, affiliates, and community partners are welcome.</i> <p><i>CPCRn Directory, Workgroup Interest Groups, and Meet the Experts Page (Lee)</i></p> <ul style="list-style-type: none"> • Sent an email to all PDs asking them to update the directory with all current members • The directory is used to create distribution lists, etc. so it's imperative that all of the center investigators are listed • PDs can select which Workgroup Interest Groups their members 	<p>interested in attending a CPCRn get-together at the ASPO Annual Meeting, as well as a smaller get-together among members of the Survivorship Workgroup, and anyone interested in Community Engagement</p> <p>Members should contact their PDs if they are interested in being added to a Workgroup Interest Group distribution list; PDs are responsible for adding those members to the Workgroup Interest Groups via the website directory</p> <p>Members who receive an invitation to a CPCRn Google Drive folder should accept it ASAP in order to gain access to the Workgroup Interest Group folders; link expires after several weeks</p>
<p>Coordinating Center Updates</p>		

<p>Updates on Workgroup Interest Group Calls Continued (Wheeler)</p>	<ul style="list-style-type: none"> ○ Had a great call with representatives from six centers (Colorado, Emory, NYU, UNC, USC, & UW) as well as from NCI. ○ Worked through what integration of QI/IS and TA would look like; came down to defining implementation support strategies to include TA, along with other strategies that CPCRn provides (e.g. learning collaborative training practice facilitation) ○ Plan is to start with a survey to better understand the types of implementation support strategies CPCRn centers are providing (to whom? about what?); the goal is to map out what's happening across the network and look for areas where a number of centers are providing similar types of implementation support to similar settings, potentially around similar CPC focus areas ● <i>CPCRn Scholars (Friedman & Escoffery)</i> <ul style="list-style-type: none"> ○ Several centers and two NCI federal agency partners participated in the first call ○ Reviewed what was presented in the concept paper at the CPCRn5 Kickoff Meeting; generated potential training and content ideas ○ Two next steps: <ul style="list-style-type: none"> ▪ Small group interested in taking a stab at some core common components 	<p>As Workgroup Interest Groups begin to reach consensus and look to formalize the Workgroups, members should draft a Workgroup Charter and identify areas of focus, activities, timelines, contributions by center, etc. (these can start with the Workgroup concept papers that groups already drafted); Champions/organizers of Workgroup Interest Groups will present to the Steering Committee, who will then decide as a collective whether or not to move forward with establishing the group as an official Workgroup</p>
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	<p>for the academic scholar side; there will be a variety of scholars (will also include practitioners, etc.), and must develop a broad definition of “scholar”</p> <ul style="list-style-type: none"> ▪ Draft an email blurb to describe what the Scholars Workgroup is all about; would like to have various scholars from different CPCR N sites come together to ensure that the Workgroup activities will meet the needs of a wide variety of scholar types <p><i>Workgroup Document Sharing:</i></p> <ul style="list-style-type: none"> • Members would still like minutes to be sent out via email but also available on other platforms <ul style="list-style-type: none"> ○ <i>Member Resources</i> section of the website ○ Federal Agency Partners <i>cannot</i> use Dropbox ○ Microsoft teams or Google Drive are options 	
<p>Network Strengths Survey and Kumu (Wheeler)</p>	<p>Members expressed interest in using a more organic process to come up with themes among network strengths, and continued use of Kumu to map them</p> <p>Wheeler, Friedman, and Escoffery met to discuss next steps (Friedman):</p> <ul style="list-style-type: none"> • Coordinating Center is planning to distribute to the Steering Committee the terms that were generated in the last funding cycle, as well as those that members 	<p>Becky will distribute to the Steering Committee the list of network strengths terms that were generated in the last cycle, and at the CPCR N5 Kickoff Meeting</p> <p>Steering Committee</p>

	<p>came up with at the CPCR5 Kickoff Meeting</p> <ul style="list-style-type: none"> Steering Committee members will discuss the list of terms with the investigators at their respective centers to then come up with their own list of terms that are most relevant to the strengths and areas of expertise reflected by current investigators 	<p>members will meet with their center's investigators to come up with their own list of terms to present back to the Coordinating Center</p>
Engaging Affiliate Members	<i>Pushed back for discussion next month during the March Steering Committee call</i>	
Federal Agency Partners' Corner (NCI & CDC)	<i>Nothing to report</i>	