

**CPCRN Steering Committee Meeting Minutes**

November 13, 2019

12:00 - 1:00 PM ET

**Roll Call:**

Colorado SPH – Betsy Risendal  
 Emory – Cam Escoffery  
 New York University-CUNY – Chau Trinh-Shevrin  
 U. Arizona – Cyndi Thomson  
 U. Iowa – Natoshia Askelson, Heidi Haines  
 UNC-Chapel Hill – Jennifer Leeman  
 U. South Carolina – Daniela Friedman, Sam Noblet  
 U. Washington-Seattle – Linda Ko, Peggy Hannon  
 CDC –  
 NCI – Cindy Vinson, David Chambers  
 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](#)).**

<b>Agenda Item and Presenter</b>	<b>Comments, Notes, and Discussions</b>	<b>Decisions and Action Items</b>
Welcome and Introductions (Wheeler)	<ul style="list-style-type: none"> <li>-Welcome to the fifth cycle of CPCRN!</li> <li>-Network has historically been supported by the CDC and the NCI</li> <li>-UNC has served as the CPCRN Coordinating Center site for all five rounds of funding</li> <li>-Goal of the network is to champion collaborative work across the country that can move forward and accelerate D&amp;I of evidence-based strategies around CPC</li> <li>-Joined by four new and four returning collaborating centers to the Network</li> <li>-Center/Member Introductions:               <ul style="list-style-type: none"> <li>• UNC Coordinating Center:                   <ul style="list-style-type: none"> <li>○ PI: Stephanie Wheeler</li> </ul> </li> </ul> </li> </ul>	

<p>Welcome and Introductions <i>Continued</i> (Wheeler)</p>	<ul style="list-style-type: none"> <li>○ Center Strengths: Community Outreach &amp; Engagement, CPC Leadership &amp; Coordination, Simulation Modeling, and Health Equity,</li> <li>● NYU-CUNY: <ul style="list-style-type: none"> <li>○ PI: Chau Trinh-Shevrin</li> <li>○ Center Strengths: Cancer Prevention and Survivorship</li> </ul> </li> <li>● Emory U: <ul style="list-style-type: none"> <li>○ PI: Cam Escoffery</li> <li>○ Center Strengths: HPV Vaccination, Training &amp; Capacity Building for Use of Evidence-Based Public Health, and Survivorship</li> </ul> </li> <li>● Colorado SPH: <ul style="list-style-type: none"> <li>○ PI: Betsy Risendal</li> <li>○ Center Strengths: Colorectal, Breast &amp; Cervical Cancer Screening, Rural Cancer, Patient Navigation, and Survivorship</li> </ul> </li> <li>● UNC–Chapel Hill: <ul style="list-style-type: none"> <li>○ MPIs: Jennifer Leeman &amp; Alison Brenner</li> <li>○ Center Strengths: Colorectal Cancer Screening, Survivorship, and EBIs</li> </ul> </li> <li>● U of Arizona: <ul style="list-style-type: none"> <li>○ PI: Cyndi Thomson</li> <li>○ Center Strengths: Border/Hispanic Communities, Liver Cancer, Health Behavior related to Diabetes, Obesity &amp; Cancer, Survivorship, and FQHCs</li> </ul> </li> <li>● U of South Carolina: <ul style="list-style-type: none"> <li>○ PI: Daniela Friedman</li> <li>○ Center Strengths: Community Engaged Implementation of EBIs,</li> </ul> </li> </ul>	
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<p>Welcome and Introductions <i>Continued</i> (Wheeler)</p>	<p>CBPR, Community-Clinical Linkages, Rural Cancer, Survivorship, and Health Lit</p> <ul style="list-style-type: none"> <li>• U of Washington–Seattle: <ul style="list-style-type: none"> <li>○ MPIs: Linda Ko &amp; Peggy Hannon</li> <li>○ Center Strengths: Community-Based EBIs, Rural FQHCs, and Breast, Cervical &amp; Colorectal Cancer Screening Programs</li> </ul> </li> <li>• U of Iowa: <ul style="list-style-type: none"> <li>○ PI: Natoshia Askelson</li> <li>○ Center Strengths: Rural Health, E-Cigarettes/ Tobacco, HPV, and EBIs</li> </ul> </li> <li>• NCI: <ul style="list-style-type: none"> <li>○ Partners: David Chambers &amp; Cindy Vinson</li> <li>○ Agency Strengths: Cancer Control &amp; Population Sciences, Implementation Science (IS), IS Training &amp; Capacity-Building, and HPV Vaccine Uptake (Vinson)</li> </ul> </li> <li>• CDC: <ul style="list-style-type: none"> <li>○ Partners: Sue Sabatino, Mary White, &amp; Arica White</li> </ul> </li> </ul>	
<p>Brief Coordinating Center Updates (Wheeler &amp; Lee)</p>	<p><i>-CPCRN5 Kickoff Meeting</i></p> <ul style="list-style-type: none"> <li>• Will take place on January 27-28, 2020 at the Rizzo Center in Chapel Hill, NC</li> <li>• Virtual participation will be available for those who cannot attend the meeting in-person</li> <li>• New Center/Member Orientation will take place on Day 1 of the meeting, on Monday, January 27<sup>th</sup></li> <li>• Day 2, Tuesday, January 28<sup>th</sup>, will be a full meeting day, and will wrap up by 4 PM at the latest</li> <li>• The Coordinating Center will provide accommodations, and respective centers will be</li> </ul>	<p>-Lee will email members with further information about CPCRN5 Kickoff Meeting logistics and registration details in the coming weeks</p> <p>-Lee will send out an email request for D&amp;I Conference Luncheon RSPVs once the details are finalized</p>

<p>Brief Coordinating Center Updates <i>Continued</i> (Wheeler &amp; Lee)</p>	<p>responsible for covering airfare and ground transportation costs</p> <ul style="list-style-type: none"> <li>The Coordinating Center will cover up to <i>five</i> members per Collaborating Center to attend the meeting; more investigators are welcome to attend, but the additional accommodation costs must be covered by that center's budget</li> </ul> <p><i>-CPCR N D&amp;I Conference Luncheon:</i></p> <ul style="list-style-type: none"> <li>Tentatively scheduled for Wednesday, December 4<sup>th</sup>, 1:00-2:30 PM at the conference hotel</li> <li>Academy Health has offered to provide space; location pending</li> </ul> <p><i>-Steering Committee Spring Meeting Schedule:</i></p> <ul style="list-style-type: none"> <li>2<sup>nd</sup> Tuesday of each month at 2 PM ET</li> </ul> <p><i>-Steering Committee Co-Chair Volunteers:</i></p> <ul style="list-style-type: none"> <li>Role of the Steering Committee: oversee strategic vision of the Network; make key decisions; provide input for Federal Agency Partners; and relay important communications back to respective centers</li> <li>Two new PIs serve as Steering Committee Co-Chairs each year to coordinate and facilitate meetings</li> <li>Steering Committee is structured to allow for shared leadership, so the role of co-chairs is very important moving forward</li> <li>Each PI is responsible for volunteering to serve as a Steering Committee Co-Chair for at least one year of the funding cycle</li> </ul> <p><i>-Adding New Members to the CPCR N <a href="#">Directory/Meet Our Experts Page:</a></i></p>	<p>-Members with any major objections to the Steering Committee spring meeting schedule should contact Wheeler and Lee directly with concerns</p> <p>-Each PI should contact Wheeler with preferred year(s) during which they would like to serve as a Steering Committee Co-Chair during Cycle5</p> <p>-PDs should contact Lee with names and emails of all investigators at their respective centers for Cycle5; Coordinating Center will reach out to these investigators to gather all pertinent information for their profiles on the CPCR N website</p>
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<p>Brief Coordinating Center Updates <i>Continued</i> (Wheeler &amp; Lee)</p>	<ul style="list-style-type: none"> <li>• Coordinating Center is in the process of updating the website to reflect new membership in Cycle5 of the Network</li> <li>• Need full member profiles for all PIs, PDs, and co-investigators</li> <li>• Members may peruse the <a href="#">CPCR N website</a> to get a sense of available resources and expectations for investigator profile content</li> </ul>	
<p>Affiliate Member Policy (Wheeler)</p>	<p>-Coordinating Center sent the Steering Committee an updated draft of the Affiliate Member Policy</p> <p>-The new draft has been updated from earlier funding cycles to be more inclusive, and to provide opportunities for investigators from new institutions, as well as those who were previously part of CPCR N, to work with the Network</p> <p><i>-Goals of/Expectations for Affiliate Membership:</i></p> <ul style="list-style-type: none"> <li>• Investigators who have specialized expertise and an interest in, and capability to contribute to the mission and goals of the Network <ul style="list-style-type: none"> <li>○ May include community partners, in addition to academics</li> </ul> </li> <li>• Meaningfully engage in the ongoing work of the Network, which historically has been through involvement in one or more Workgroups</li> <li>• Attend annual meetings</li> <li>• Representative of themselves; not their respective institutions</li> <li>• Must declare all potential conflicts of interest</li> <li>• Not full members of the Network; affiliates <i>cannot</i>: <ul style="list-style-type: none"> <li>○ Weigh in/vote on Network decisions</li> </ul> </li> </ul>	<p>-Members should contact Wheeler at the Coordinating Center with any suggestions/ feedback for the Affiliate Member Policy</p>

<p>Affiliate Member Policy <i>Continued</i> (Wheeler)</p>	<ul style="list-style-type: none"> <li>○ Contribute to regular Steering Committee discussions</li> <li>○ Receive funding directly by the CDC (the Coordinating Center has a pot of funds to support travel/incentives/ other costs to support their work pertaining to CPRN)</li> </ul> <p><i>-Procedure for Becoming an Affiliate Member:</i></p> <ul style="list-style-type: none"> <li>● Prospective affiliate members should identify a current network member, either through the Coordinating Center or one of the Collaborating Centers</li> <li>● Submit a CV to that current member, who will then present the affiliate applicant to the Steering Committee (governing body of the Network)</li> <li>● Steering Committee will determine if an affiliate membership is approved</li> </ul>	
<p>Workgroup Formation Process (Wheeler)</p>	<p>-Coordinating Center sent the Steering Committee a document outlining CPRN's current Workgroup formation process</p> <p>-The process is proposed by the Coordinating Center, and is informed by past experience forming Workgroups within the Network</p> <p>-The new process is much more flexible than in prior rounds; more fluid in terms of allowing members to decide for themselves how long Workgroups will run, and may operate based on the needs and timeline of the scientific questions that are being asked</p> <p><i>-Workgroup Formation Process Steps:</i></p> <ul style="list-style-type: none"> <li>● Investigators interested in forming</li> </ul>	<p>-PIs should begin preparing to present a summary/abstract of their respective collaborating centers' core projects at the CPRN5 Kickoff Meeting</p> <p>-PIs from each of the collaborating centers, as well as any other investigators in the Network who have ideas for potential Workgroups, should submit a</p>

<p>Workgroup Formation Process <i>Continued</i> (Wheeler)</p>	<p>a workgroup should write a concept paper and submit it to the Coordinating Center</p> <ul style="list-style-type: none"> <li>• Those who developed the concept will present their idea to the Steering Committee for consideration</li> <li>• If members from other centers express interest in collaborating, that is a signal that it is a potential area for development</li> <li>• The Coordinating Center will work with the Workgroup leads to identify potential investigators and help get activities off the ground</li> </ul> <p>-Cross-center Workgroups must involve <i>at least</i> two CPCRn collaborating centers; may include as many as all eight centers if investigators express interest</p> <p>-<i>Next Steps:</i></p> <ul style="list-style-type: none"> <li>• A significant portion of time at the CPCRn5 Kickoff Meeting in January will be dedicated to brainstorming about Workgroup concepts/formation</li> <li>• PIs from each of the eight collaborating centers will present about their core projects, and will be asked to include a slide with some suggestions for potential cross-center collaborations/ Workgroups</li> <li>• All other investigators in the Network who will be in attendance are also welcome to submit a 1pg Workgroup Concept Paper in advance of the meeting</li> <li>• Leads of existing Workgroups that are continuing from the last funding cycle will also present new/updated concepts</li> </ul>	<p>1pg Workgroup Concept Paper to the Coordinating Center in advance of the CPCRn5 Kickoff Meeting</p> <p>-Lee will send out a template for the 1pg Workgroup Concept Paper, as well as guidance for presenting core projects, in the coming weeks</p>
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