

**CABTRAC Retreat Planning Committee Meeting**  
**Sunday, October 29, 2017 8:00 am - 10:00 am PDST**  
**Baker Conference Room, Skamania Lodge, Stevenson, Washington**

AGENDA - *Minutes*

- I. Welcome Kerry Burnstein
- II. 2017 Questionnaire for 2018 Sheridan Wilder  
*- Use Survey Monkey for retreat exit survey/questionnaire*  
*- Include weighted/scaled answers/responses*  
*- List of questions to include...*
- III. Retreat Hosts Kerry Burnstein  
*- Require commitment in writing from host cancer center (not program)*  
*- Define contractual obligations...*
- IV. Retreat Planning Guide and Timeline Sheridan Wilder  
*- new webpage with planning committee materials:*  
*<http://cabtrac.org/home/cabtrac-leadership/retreat-planning-committee/>*  
*- Draft invite letter to all cc directors & associate directors of education & training*  
*- Offer travel awards for HBC participants*  
*- Collect demographics during retreat registration*
- V. 2018 Dates and Locations Sheridan Wilder  
*- Three venues presented: New Harmony Inn, Hotel Blackhawk, Lied Lodge*  
*- Hotel Blackhawk to be recommended to full executive committee*
- VI. 2018 Agenda Kerry Burnstein
- a. Curriculum Development Steve Triezenberg  
*- Online/hybrid courses, assessments, MIGS(MIGIS), pedagogy*  
*- 10 mins each: what, how, proof*
- b. Diversity/Recruitment Margaret Briehl  
*- Change committee title to 'enhancing diversity'*  
*- Invite Dr. Hannah Valantine (NIH) to speak*  
*- Annual Biomedical Research Conference for Minority Students (ABRCMS)*  
*- Partnerships to Advance Cancer Health Equity (PACHE) U54*  
*- Society for Advancement of Chicanos/Hispanics and Native Americans in Science (SACNAS)*
- c. Trainee Programs Doug Spitz  
*- General session on early and mature programs*  
*- Pro/Cons on Master's programs (Georgetown as example)*  
*- General session on Prof. Masters of Science and PhD+ programs*
- d. Post Doc Training Jim Manfredi  
*- Non-compete... training for postdocs must be included, not just paid for research*
- e. Medical School Curriculum (Bryan Allen)  
*(not discussed)*

*- ADD Institutional Training Grants Committee to cover T32, U54, R25, K12...*

Continued

- VII. 2018 Invited Speakers/ Topics Kerry Burnstein
- *Invite DoD and/or ACS person to talk on postdoc education grants*
  - *New CCSG requirements...*
  - *Breakout on cancer education best practices focus for cc directors, etc*
  - *Consultants for CCSG faculty breakout: Anita Harrison, Marcie Woldinger (NWU)*
  - *T35 MSTP*
  - *Reproducibility breakout (Georgetown & UNC)*
  - *Dr. Hannah Valentine (NIH)*
  - *Co-PIs or training corps for breakout...*
  - *Annual Biomedical Research Conference for Minority Students (ABRCMS)*
  - *Partnerships to Advance Cancer Health Equity (PACHE) U54*
  - *Society for Advancement of Chicanos/Hispanics and Native Americans in Science (SACNAS)*
- VIII. 2019 Retreat Kerry Burnstein
- *Announce at business meeting that those interested in hosting should submit proposal by end of year*
- IX. Other

ATTENDEES: Kerry Burnstein, Kay Macleod, Dan Welch, Amy Bouton, Margaret Briebl, Jim Broach, Doug Spitz, Steve Triezenberg, Jim Manfredi, Sheridan Wilder