

California State University, Los Angeles
City of Hope
Minutes October 3, 2007

Present: Susan Kane, COH, Cindy Hughes CSULA

Meeting called to order 10:00 am

	Topic	Notes/Actions
Research Project: Breast Cancer Study	Team on this project requested in writing a second request to purchase one lap-top. They provided a strong rationale based on current scarce resources and need for laptop during data collection at off sites. Advisory committee had declined to fund their original request for three laptops.	Request approved by S.Kane and C. Hughes. S. Kane to communicate with team.
Rita Ledesma research stipend.	A response has not been received from Dr. Ledesma as to whether she is able to accept the \$10,000 stipend to further develop her proposal with COH researchers.	C. Hughes will contact her. Emphasis to be placed on committee's wish for her to collaborate with COH senior mentors.
Payment for CSULA faculty mentors for 2 units.	Lack of clarity as to process/paperwork to be submitted for 2 units of faculty mentorship. In particular Edith Porter would like to request her 2 units as overtime.	C. Hughes will discuss with CSULA staff and faculty to clarify appropriate process and paperwork. Kane and Hughes agreed that there is no problem with mentors taking this as overtime. C. Hughes will communicate process when it is clear.
IRBs	Prostrate Cancer Research Project has been approved by COH IRB. Needs to go through both State IRB and CSULA IRB. Breast Cancer Project and ALL Project are	S. Kane will follow up on Prostrate Cancer Project question and see re progress on other. C. Hughes to communicate with K. Nielsen-Menicucci and G. Washington re

	both still being reviewed by COH IRB. Question re whether names of CSULA faculty were on the COH IRB application.	this status.
Associate Membership	Dr. E. Calvillo and Dr. C. Hughes were approved as Associate Members at COH. This will facilitate their ability to consent patients, etc. It is still to be determined if additional IRB training will need to take place at COH or if external training will suffice.	S. Kane to follow up and get further information. C. Hughes to let ALL team know.
Recruitment of Student Research Associates	Flyers are up for two research projects. Application being modified.	C. Hughes making minor revisions to application. Will communicate with M. Wang re her team's wishes re a flyer.
Sacramento Meeting	Meeting on 11/20 in Sacramento GEOGRAPHICAL MANAGEMENT OF CANCER & CANCER HEALTH DISPARITIES PROGRAMS MEETING	S. Kane will definitely attend. C. Hughes TBD--she has class that morning.
Future Telephone conferences	Biweekly telephone meetings to start.	Next meeting Oct. 17, 4PM. To be confirmed prior to meeting.