



# **Medical College of Wisconsin Cancer Center Clinical Research Executive Committee Charter**

**Version Date  
03/30/2025**

The Clinical Research Executive Committee (CREC) provides a forum for senior clinical research faculty and administrative leaders to discuss and resolve issues related to the conduct and support of clinical trials at the Medical College of Wisconsin Cancer Center (MCWCC).

## **SCOPE AND FUNCTION**

### **Scope**

CREC oversees all aspects of cancer human subjects research, both adult and pediatric, conducted by MCW faculty. The committee provides guidance on policies and procedures for the entities performing and monitoring clinical cancer research: integrated Disease-Oriented Teams (iDOTs), Feasibility Committees (FCs), the Scientific Review Committee (SRC), the Data and Safety Monitoring Committee (DSMC), and the MCWCC Clinical Trials Office (CTO).

The committee is responsible for setting overall MCWCC clinical research priorities and providing advice to the Associate Director of Clinical Research, the MCWCC Deputy Director, the MCWCC Director and recommending initiatives to the CTO Strategy Committee.

### **Key Functions:**

- Review MCWCC policies and procedures related to clinical research
- Define the responsibilities of the iDOTs, FCs, SRC, DSMC, and CTO
- Review iDOT, FC, SRC, DSMC, and CTO activities
- Discuss organizational capabilities and resources related to clinical trials
- Discuss and recommend solutions for operational issues and compliance concerns that arise from clinical trial monitoring/auditing
- Track clinical research metrics such as interventional accrual, accrual throughout the catchment area, activation timelines, etc.
- Facilitate the expansion of clinical trials to community hospitals

## **MEETING STRUCTURE**

The full committee meets quarterly. Additional meetings may be scheduled ad hoc if a specific issue needs to be addressed expeditiously. There is no set quorum for CREC meetings; however, the Chair may determine that the number or composition of attendees at a given meeting is insufficient for a particular issue to be resolved and may table its discussion until a future time. During each meeting, standing agenda items (e.g., accrual and activation time updates) are typically reviewed first, followed by other agenda items.

## **MEMBERSHIP**

CREC is chaired by the MCWCC Associate Director of Clinical Research. The Chair appoints members to serve in consultation with the Cancer Center Directors. Committee membership includes the following roles: MCWCC Director and Deputy Director, Assistant Directors of Clinical Research, Associate Director of Oncology Operations, Associate Director of Community Outreach and Engagement, Associate Director of Administration, SRC Chair, DSMC Chair, CTO Medical Director, CTO Assistant Medical Directors, CTO Administrative Director, faculty leaders representing the Divisions of Hematology/Oncology, Pediatric Hematology/Oncology and Surgical Oncology and the Departments of Radiation Oncology, Radiology, and Gynecologic Oncology, Principal Investigators of the National Clinical Trials Network Lead Academic Participating Site grant, and leader of MCWCC BioHub. The committee also includes at least two iDOT Chairs, who serve three-year terms. Other members' terms are co-terminus with their leadership roles. Other CTO administrative leaders also attend meetings and are non-voting.