**NAACCR Professional Development Steering Committee**

**MINUTES**

**Thursday, October 6, 2020**

1. **Welcome, Roll Call** – the meeting was attended by Carrie Bateman, Angela Martin, Andrea Sipin-Baliwas , Mignon Dryden, Angela Meisner, Monique Hernandez, Jim Hofferkamp
	1. **Meeting ground rules reminder:**
		1. Tell us your name and registry before each comment
		2. Silence equals agreement
2. **SMP Goals & Objectives**
	1. **Review current SMP and detail activities tied to objectives**

Carrie went through the questions regarding the draft plan. Are these objectives measureable and does the language reflect that? Mignon suggested a measure of completeness could be when a document is created, finalized and posted to the website or a NAACCR Talk would be held.

1. **Goal 1 – (proposed) Objective 6** – *Ensure that NAACCR offerings don’t duplicate efforts with NCRA or other organizations.* Jim pointed out duplication is not always a bad thing when it comes to educational instruction.
	1. **ACTION:** This objective will be removed as it is not measurable.
2. **Goal 1 – (proposed) Objective 7 –** *Collaborate with NCRA and other groups to address data quality from non-cancer registry/non-US firms outsourcing firms.* What are the measurable actions do we take to address this?
	1. **ACTION:** This has been on their agenda for some time. Andrea will talk to NCRA as well as the QIE SEER group on where they stand with these efforts and will report back to the group at the next meeting. Will also discuss with Lori Swain if there is any potential collaboration to be done.
	2. **ACTION:** Measurable action would be
		1. Coordinate with SEER and NAACCR to determine the best path forward.
		2. Suggest a member be on the relevant workgroup or new workgroup to address this effort.
3. **Goal 2 – Objective 1** – *Collaborate with Research and Data Use, Standardization and Registry Development, and Communications Committees continue to provide educational opportunities to assist development of registry personnel in scientific, operational, technological, management and data use issues.*
	1. **ACTION:** The wording was changed as above to make the objective more measurable.
	2. **ACTION:** Andrea will look into collaborating with RDU and other committees on training opportunities and will discuss possibilities with Sarah Nash.
4. **Goal 2 – Objective 3** – *Outline a comprehensive training program that includes core competencies in the areas of leadership, management, registry operations, epidemiology/statistics, IT, research support and data security to prepare members for management positions and to provide for a talented and reliable supply of future NAACCR leaders.*
	1. **ACTION:** The wording was changed as above.
5. **Next Steps**
	* + 1. Discuss and finalize the SMP at the next meeting on October 22, 2020 (1 week earlier).
			2. Angela M., Andrea, and Carrie will combine notes, draft a final SMP and send to the group for additional comments and work on this draft at the next meeting on October 22nd.
			3. All members need to begin thinking about the activities to reach these SMP goals and share at the next meeting.