**NAACCR Professional Development Steering Committee**

**MINUTES**

**Thursday, August 27, 2020**

1. **Welcome, Roll Call** – the meeting was attended by Carrie Bateman, Angela Martin, Angela Meisner, Deirdre Rogers, Jeremy Laws (replacing Lynn Giljahn), Monique Hernandez, Lori Havener, Jim Hofferkamp
2. **Approval of minutes** from 7/23/20 – the minutes were approved.
3. **NAACCR Board/Chair Meeting Update**
	* **Meeting Ground Rules** – The Board requested the virtual meeting tips document be discussed by this group. The following suggestions will be added to future meeting agendas as a reminder:
		1. Identify yourself when speaking.
		2. Silence equals agreement.
	* **New Document Approval Process**

This was sent to the group and needs to be reviewed by committee members. It is regarding not having to run some things by the board for approval.

* + **Strategic Management Plan Renewal 2021-2026 (this will be added to future agendas)**

The board sent the group a survey, survey results, and information about our specific committee. There are actions they would like us to take regarding the survey results. It was decided the entire steering committee should work on the goals. Lori Havener advised the group that forming an ad-hoc meeting to address the SMP may be helpful. It was decided the next regular meeting will be dedicated to review the SMP documents and develop the next SMP and an ad-hoc meeting can be scheduled after that if needed.

Tasks:

* + 1. Develop goals/objectives, or revise existing goals/objectives, based on survey feedback and priorities identified in February.
		2. Review “Other” column in Excel spreadsheet to see if there are any cross-cutting themes that need to be incorporated in your goals/objectives
		3. Identify and include other SCs in your goals/objectives that crossover SCs.
		4. Determine how you would measure progress for your objectives.
		5. Submit first draft to Lori Havener by November 1.
1. **Survey Course and LMS Update**

Angela reported there is no new information on the survey course. She is working on the CTR Prep in September and the 2020-2021 monthly webinar series which will begin in October. The originally planned breakout sessions planned for the 2020 NAACCR Annual Meeting will take place as NAACCR Talks virtually. Links to all of these can be found on LMS. Adjustments to cost have been made due to COVID to will give remote options for purchase to view from your desktop, as opposed to gathering in one location.

1. **Update on NPCR Education Project**

Jim reported the next one will be in September which will discuss Edits. NPCR will have their ECT training through NCRA in October. Jim will also be doing a presentation on coding issues identified through the NPCR data quality evaluation process. Currently the next four topics are being decided on. Jim added Jennifer Ruhl is working on a system that will crosswalk site specific factors.

1. **R&R Workgroup**

The next meeting will be in September and Jeremy has been added to the group. The survey results will be reviewed to determine if there is enough information to continue with the retention toolkit.

1. **Guidelines for Siting References – FLccSC**

A new lead is needed for this group.

**ACTION**

* Carrie will be reaching out to one of her co-workers soon.
1. **Salary Survey**

Due to the potential changes in the SMP we may delay further action on this. Angela Martin shared that Lynn sent her draft of what she picked out of the survey that NCRA did for central registries and she will send out to the group. Jeremy volunteered to lead this effort.

**ACTION**

* Jeremy will have draft ready for review at the October meeting.
1. **Other**
* **Jeremy mentioned there has been considerable discussion on when first courses of treatment ends.** Jim pointed out this needs to be determined by the standard setter depending on the data item. He suggested a list of issues that need to be addressed for possible involvement of this committee to address. List discrepancies between standard setters and be addressed by the TAG group. Professional Development could make training recommendations. Current recommendation is to create tip sheets for certain sites. Carrie mentioned SEER does have a version of tip sheets specifically approaching rare cancers. She discussed the possibility of our sheets following the same format and Peggy Adamo will let her know.
* **Jeremy asked if state associations will be doing virtual annual conferences?**

Florida is currently conducting their annual meeting virtually via Zoom and attendance has increased from previous years. NAACCR also conducted their annual conference via Zoom. Specifics of ways to address CTEs. Whether to charge for these virtual meetings was also discussed.

1. **Items to send to Communication Committee** – Angela Meisner is working with Deirdre on the Membership Ambassador Program and will be submitting something to the NAACCR Narrative. They are also working on the NAACCR member points.
2. **The next meeting is September 24, 2020.**