**NAACCR Professional Development Steering Committee**

**MINUTES**

**Thursday, September 24, 2020**

1. **Welcome, Roll Call** – the meeting was attended by Carrie Batemen, Angela Martin, Andrea Sipin-Baliwas , Mignon Dryden, Angela Meisner, Deirdre Rogers, Jeremy Laws, Monique Hernandez, Lori Swain, Lori Havener, Jim Hofferkamp
	1. **Meeting ground rules reminder:**
		1. Tell us your name and registry before each comment
		2. Silence equals agreement
2. **Approval of minutes** from 8/27/20 – the minutes were approved.
3. **Overview of Meeting**
4. **SMP Goals & Objectives**
	1. **Review current SMP and compare to board recommendations and survey results -** Carrie sent the documents from the board regarding strategic management plan going forward.
		1. **Develop goals/objectives, or revise existing goals/objectives, based on survey feedback and priorities identified in February.** This is already integrated into the plan.
		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.** The comments from the survey were reviewed.
			1. Researcher tool kit on how to use our data.
			2. Toolkit for IT/informatics.
			3. How to get people involved in NAACCR. Deirdre and Angela M. are working on an Ambassador Program.
			4. Salary survey is being worked on by Jeremy.
			5. Bring top registrars together to brainstorm best practices and site-specific tip sheets.
			6. Train staff to support research community.
			7. Grow your own CTR.
			8. Develop university level CTR curriculum (cancer registry education).
		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.**
5. **Review Other column in Excel spreadsheet**
	1. **Are there any cross cutting themes that need to be incorporated in our goals/objectives?**

In part this committee could address the data quality crisis and how to address decline in quality on data collection end. Lori clarified this is referencing when facilities choose outsourcing to non-cancer registry/non-US firms.

1. **Including other steering committees in goals.**

Several felt the Strategic Alliances Steering Committee would be best to work with on the above issue. Identify who the big players are, find out what is currently happening and determine if there are training resources we can offer to contractors. Carrie suggested involving the Research and Data Use Steering Committee in data driven decisions and data quality. A best practice could be how do you evaluate the quality of the abstracts from these organizations.

1. **How do we measure progress?**
	1. **We could build a timeline for each objective.**
		1. Build a timeline for each objective on the goal of how it will be met.
2. **Next Steps**
	1. Compile the goals and objectives as they are now and send to the group.
	2. Each committee member can send anything they are working on now to Andrea and Carrie.
	3. Draft timeline on the priorities discussed today and share with the group. Angela suggested past objectives still in the works should be included in the timeline. Deirdre added we need to better flush out what our expectations are for what we are trying to accomplish so we can create a realistic timeline.
3. **Next Meeting Preview**
	1. Set up an additional meeting in addition to the regularly scheduled one. Angela will send out a Doodle poll and get something schedule within a couple weeks.
	2. Discussion of meeting format