**NAACCR Professional Development Steering Committee**

**MINUTES**

**Thursday, February 25 8:30 am Pacific**

1. **Welcome, Roll Call –** Angela Martin, Andrea Sipin-Baliwas, Ann Marie Hill, Pranathi Reddy, Carrie Bateman, Deirdre Rogers, Mignon Drydon, Angela Meisner, Jim Hofferkamp, Lori Swan Monique Hernandez, Jeremy Laws
   1. **Meeting ground rules reminder**
      1. **Tell us your name and registry before each comment**
      2. **Silence equals agreement**
   2. **Approval of minutes –** Minutes were approved with changes
2. **Ongoing activities – Updates from workgroups** 
   1. **R&R workgroup –** Carrie Bateman responded group is working through assignments and workplan for activities
   2. **Survey course and LMS – Angela Martin, NAACCR - responded nothing new to report at this moment**
   3. **NPCR education project –** Jim Hofferkamp, NAACCR - next ETC training is on March 11 on Melanoma Solid tumor rules and then in July one on SSDI, September webinar is Solid Tumor Other, and will be doing a presentation in association with NCRA and Jim will be presenting on NCRA NPCR meeting June 9th
   4. **Ambassador program –** Angela Meisner New Mexico, meet with Tyler this month to have visibility on the website. Working on own page and info in the top banner on the website, Linking us with Member awards, on the page will be a description of the program, ways to get involved, how to contact us and working on logo and hope to have a demo of this at the April meeting
   5. Carrie Bateman brought up that the last meeting that NCRA would like to present at this meeting. Lori brought up meeting in April or May time frame. Carrie and Lori will talk offline
3. **New activities / Discussions –** 
   1. **Budget request DUE 3/1: Do we need subject matter experts for any activities or other activities that would require funding?**
      1. **Requesting SME for Goal 2 Objective 4 Develop a University level CTR curriculum in collaboration with other interested organizations.** Anne Marie Hill – When this issue came up aout a year ago. I initiated work with Rutgers to gt this started. We have a syllabi and curriculum for a certificate type o fprogram. Will ing to shear with NAACCR PDSCl,. Did geternate exvitment and the are hopeing to initiate in in Fall with the program. To get a program through tat the university leverl take a jumping trhoughr a ubnch of hopes. They are waiting for theNCRA curreivulum. We don’t know the response will be from the student body. Ann Marie hill is happy to sometimes share what is going on Ideas to have a presentiation at one of our future mettings. Carrie Bateman – no specific ideas as far as a budger. Angela Meisner – doesn’t see a need right now due to the fact that we are neet meeting face to foace. Andrea Sipin – Los Angeles suggested remove the university level curriculum from the budget request
   2. **Review SMP and add tasks to our workplan** –Carrie Bateman, Utah – Ann Marie gave an overview of the revision process. She mentioned the board would like to approve just the goals and objectives and not the workplan by the middle of March. Pranathi is here to help the steering committees to get everything in place in a timely manner and she will put things to together for us so that it is consistent and nicely designed when it goes to the board.

We have come back to the group after receiving feedback from the board and Ann Marie. We changed some objectives and moved some goals to the workplan.

SMP Review

Goal 1 No change

Objective 1 No change

Objective 2 No change

Objective 3 There was discussion and decision to change to *Bring top central registry staff together to brainstorm best practices*

Objective 4 No Change

Objective 5 it was noted that this was moved under goal 1 but it was under goal 2 in the past due to the review the thought that it fit better under goal 1. Minor change of the goal to *Engage new members through the Member Ambassador Program to encourage involvement in NAACCR Actives.*

Goal 2 there was discussion and we changed goal 2 to *Develop a comprehensive multidisciplinary training program to ensure that NAACCR members possess the requisite skill sets to excel in the rapidly changing cancer surveillance environment.*

Objective 1 moved to the work plan and made Objective 2 Objective 1 There was discussion and it was decide to leave it as it Produce *a 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.*

Objective 2 there was discussion and it was changed to *Coordinate an inter-registry mentorship program with opportunities for registry staff to observe operations and best practices of highly successful registries.*

Objective 3 there was discussion if this objective was too specific and so it was changed to Support *and guide University level curriculum for central cancer registries with other interested organizations.*