**NAACCR Professional Development Steering Committee**

**MINUTES**

**Thursday, March 25, 2021 8:30 am Pacific**

1. **Welcome, Roll Call –** Angela Martin, Andrea Sipin-Baliwas, Carrie Bateman, Deirdre Rogers, Jim Hofferkamp, Monique Hernandez, Jeremy Laws, Mignon Drydon,
   1. **Approval of minutes –** Minutes were approved with spelling corrections
   2. **Meeting ground rules reminder**
      1. **Tell us your name and registry before each comment**
      2. **Silence equals agreement**
2. **Ongoing activities – Updates from workgroups** 
   1. **R&R workgroup –** Progress has been made on the salary survey. Hope to bring to committee a draft in June. Have had change in membership still only 4 members. If you know anyone interested in working on Recruitment andRetention, we could use more numbers.
   2. **Survey course and LMS –** Survey course no updates there. CommPartners has been acquired. They will still make charges to Elevate and update the system as planned an if there any further changes they will make us aware. Jim Hofferkamp commented on the Survey Course noted that there is a lot of interest in making sure that the survey course gets updated. He asked that the professional development steering committee take the lead on this. He mentioned the courses really do need to be updated even if we do a little each year. To coordinate and make sure that there is a plan to get them updated. He suggested started a workgroup of members outside of the PDSC to take a look a one a two each month and come up with a plan on what we need to do to update them.
   3. **NPCR education project –** ETC Training done on Melanoma STR on March 11. Next one is on SSDI’s and that will be in July
   4. **Ambassador program –** Deirdre from Mississippi commented. We meet with Tyler and looked at example of logos and, we finalized the intake form for people interested and we have started finalizing our 1-minute elevator speech for the program as well as trying to get pictures included on the site and banner on the NAACCR website homepage. Then also text for the website itself so we are still on target for April to be able to do an overview and get feedback from the committee. Also the Member award points email went out to submit points. The deadline is next month.
3. **New activities / Discussions –** 
   1. **Review workplan and establish workplan tasks –** Andrea Sipin commented we had our town hall meeting and shared the SMP and didn’t receive any questions on the SMP but there has been an open window for comments but the Board has approved our SMP. Our next step is to work on our workplan. We pulled out a lot of these from the original SMPs. For this call we will review what we have already and identify potential tasks. We discussed each Goal and Objective and the Tasks/Actions steps that we have. For Goal 1 Objective 4 we added a placeholder: NCRA will be presenting in June and next steps TBD. Timeline June-Discussions can begin. For Goal 1 Objective 5 we added the tasks that re already in place with. Deirdre Rogers, from Mississippi, updated us on all the task they are currently doing. (see Workplan).

Monique Hernandez asked about the Monitoring/Evaluation of the workplan Tasks/Action Steps who does this work. Do we use the document as a living document or do we have a formal process? Carrie Bateman from Utah, suggests that we consider what does success look like. The plan for success would be the deliverable and the plan for monitoring and evaluation will tell us how we are doing, are we successful what our determination would be. Deirdre Rogers from Mississippi mentioned when she was on the board the talked about how the different workgroups have a document that details the things they are working on and the deliverables and timeline and progress, how they go about achieving this. Suggestions also included do we discuss every month on every meeting or do we have groups submit a report to everyone regularly unless there is something to discuss we discuss. The thought is to establish on the front end what the expectations are and approve, that way we know the timelines and deliverables so everyone is on the same page and this includes monitoring and evaluation. Andrea Sipin commented part of the evaluation would be how frequent do we need to update or it might be a deliverable of a document and make sure this is still appropriate to share.

Goal 2 Objective 2 no tasks or actions steps. Monique Hernandez, mentioned that this was discussed at the NAACCR Board meeting about a mentorship program, that use to exist. Monique offered to work with steering committee and the board to see if there are overlapping goals. So a task could be Work with the NAACCR Board to identify a common goal towards developing and interregisty mentorship program.

Goal 2 Objective 3 Carrie Batemen, Utah, suggested about adding a task of having Ann Marie speak in regards on the Rutgers program and their progress.

* 1. **Prioritize next project**

Andrea Sipin, California; will contact RDU chairs in regards to a researcher toolkit. Also Carrie Batemen, suggested also working on Common Cancer tips sheets. Carrie suggested having a separate work group. Mignon and Deirdre agreed that having a workgroup would work best. Carrie Bateman, Utah suggested that involving communications committee on getting the word out about getting this workgroup started.

Angela Martin, NAACCR mentioned she could send a 2009 document in regards to the mentorship program to Monique Hernandez.