**NAACCR Professional Development Steering Committee**

**Minutes**

**Thursday, October 28, 2021 8:30 am Pacific**

1. **Welcome, Roll** Call – the meeting was attended by Deirdre Rogers, Carrie Bateman, Jim Hofferkamp, Andrea Sipin-Baliwas, Angela Meissner, Mignon Dryden, Jeremy Laws, Kevin Ward, Monique Hernandez, Mignon Dryden, Keri Miller, Tricia Kulmacz, Ann Marie Hill 
   1. **Approve minutes from the last meeting: M**inutes were approved
   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 (written updates via email)
   1. R&R workgroup (Keri Miller)
   2. Survey course and LMS (Angela)
   3. NPCR education project (Jim)
   4. Ambassador program (Angela Meisner/Deirdre)
3. **New activities / Discussions**
   1. **Mentorship Program (Monique Hernandez) –** Monique gave some background about the previous NAACCR Mentorship Program that was funded by the CDC. In the past it was more of an interactive on-site approach between central cancer registries. It is being discussed how we might reboot the program, although it would differ from the past, especially considering there is no longer funding.

**\*** The Professional Development work plan does state in **Goal 2-Objective 2: We will coordinate an inter registry mentorship program with opportunities for registry managers and staff to observe operations and best practices of highly successful registries.** This would take personnel, time and management to review those applications as well as coordinating those visits, likely virtual visits. Ideas

* A document would need to be created outlining the structure and steps that need to be taken.
* Advertise this initiative that NAACCR wants to promote informing those interested in being mentored or being the mentee.
* Create an application including characterization that would help match potential mentors with mentees.
* At future in-person conferences a space/social event where interested people can connect or get questions answered.
* A bulletin board of questions/needs to get a sense of needs in the community. This could better inform us if a mentor relationship is needed or possibly a NAACCR Talk.
* Approach this in phases and document all ideas in a document.
  1. **Supporting NJ Rutgers Program (Ann Marie Hill) –** Ann Marie gave an overview of the New Jersey Rutgers program. In talking to NAACCR and those in the community she learned there was a desire to create a bachelor’s level program for CTRs. Over the past year several people have been discussing with Rutgers the possibility of creating this program. Currently two 4-credit courses are being developed specifically for CTR training. The syllabus has been shared with Andrea who will post to the SHARE site. This would be a certification program covering much of what NCRA requires, but would not be an associate or bachelor degree program. Ideally those seeking an epidemiology degree could take these courses as well, to help them understand registries and cancer surveillance. Some approvals have been received. The next step is for review by the Rutgers Board of Directors and then the state of New Jersey as Rutgers is a state university. Ann Marie shared with the group potential instructors need to be identified for these remote synchronous hybrid courses. These instructors would need a master or bachelor degree and CTR experience. This field needs to be promoted at the undergraduate level and any ideas would be appreciated. Carrie suggested Rutgers do a booth at the NAACCR Annual Conference. Ann Marie would welcome this group to be involved in practicum placement.
  2. **Upcoming Meetings**
     1. **November meeting canceled due to Thanksgiving Holiday.**
     2. **December meeting is the day before Christmas Eve**
        1. **Next Meeting:** Andrea will contact Angela Martin regarding possible dates for the December meeting.