**NAACCR Professional Development Steering Committee**

**Minutes**

**Thursday, May 27 2021 8:30 am Pacific**

1. **Welcome, Roll Call –** Angela Martin, Andrea Sipin-Balliwas, Deirdre Rogers, Stephanie Hill, Angela Meisner, Ann Marie Hill, Carrie Bateman, Lori Swain, Monique Hernandez, Jeremy Laws, Jim Hofferkamp
   1. **Approve minutes from the last meeting –** minutes were approved as written
   2. **Meeting ground rules reminder**
      1. **Tell us your name and registry before each comment**
      2. **Silence equals agreement**
2. **New activities / Discussions**
   1. **Mentorship program –** Monique Hernandez, Florida, mentioned that this was discussed with the idea of introducing a mentorship program and that professional development steering committee would guide this program. After the review of the program discussion should be around if we want to resurrect or reformulate in some other fashion. Monique, gave an overview of the what the mentor program was like before. Monique did take it to the board and they wanted our committee to initiate and gather ideas in regards to how this might work. Andrea Sipin-Balliwas asked if there is funding for this? Monique mentioned that she would ask Charlie (Blackburn) if he would have old records. She did mention that the board did indicate that they did have funds for these type of requests. Andrea Sipin-Balliwas, Los Angeles, asked if there were designated categories under operations that would be supported as far as mentorship/guidance? Angela Martin, NAACCR, shared the application form from 2010. Deirdre Rogers, Mississippi, mentioned that having been a mentee and mentor before the relationship was already established and that is why the application looks like it does. Carrie Bateman, Utah, thinks this is a great opportunity and thinks this is something for the membership ambassador program to adjust the process and refer people, mentee and mentors. Also we should look at the types of mentorships to be offered due to the teleconferencing technology so that it wouldn’t always have to be a short compressed trip but it could be zoom meetings once a month or in addition to the short compressed visit. Monique, mentioned she would go back to the board about how much funding there might be and its variations, which may limit the extent of what we can offer. Jim Hofferkamp, NAACCR, mentioned that they program was originally funded from an outside source. The basis of the program, was to reimburse travel. Stephanie Hill, NAACCR suggested considering a stipend for the mentor for the time and as an incentive to participate. Lori Swain, NCRA, mentioned one thing to bring to the board is the staffing of this effort. The time and people it will take to manage the process, follow through and record outcomes. There was more discussion on staffing and time to take on this. Jim Hofferkamp, NAACCR mentioned maybe at the start focusing on one interest/group Monique suggested first finding out the limitation with budgets and staffing and then moving forward. Angela Meisner, New Mexico that MAP could be a connecting point in this process for mentors/mentees. Jim Hofferkamp, NAACCR mentioned maybe at the start focusing on one aspect even working with another committee to keep things specific instead of opening up to everybody. Monique Hernandez, Florida, , mentioned that she would do some data gathering from the board so then we can discuss the feasibility of doing this.
   2. **Goal 2 Objective 3 University curriculum –** Ann Marie Hill, New Jersey discussed the background of the proposed university curriculum for a certificate in Cancer Surveillance at Rutgers. Ann Marie created a proposal for a certificate in Cancer Surveillance, with the help from others. This has gone through faculty and school approval and it will be going on to university approval. This curriculum aligns with the NCRA required curriculum. Launch would be September 2022. Anne Marie, did then shared the syllabus. They syllabus is now available with for the forces in the program, they have to check back with NCRA to make sure they are still in alignment. The next steps will be in promoting this within their own program and beta test this internally with our public health and health admin majors otherwise this is ready to go. Stephanie Hill, NAACCR, Cancer Surveillance courses were created from resources that are already available, cancer registry management text and NAACCR CTR Prep training timeline. Carrie Bateman, Utah, will this be available on online? Ann Marie, New Jersey, mentioned that this would be an online course. Monique Hernandez, Florida, do students need to be enrolled and have a selected major in order to do the certificate program. Ann Marie, New Jersey, at this point yes but if being approved to be a standalone then someone could registry through the continuing education program. Andrea Sipin - Balliwas, Lost Angeles, mentioned that we as a committee need to look at the documentation and see how we can support this as this is on our SMP. Also how we can get students excited about the field and motivated to really do well in and excel. Ann Marie, New Jersey, suggested ways we could get involved with be to campaigns directed at students on why this is a great field, as well as guidance on online instructors.
3. **Ongoing activities – Updates from workgroups –** this was tabled for the next meeting
   1. **R&R workgroup**
   2. **Survey course and LMS**
   3. **NPCR education project**
   4. **Ambassador program**