**NAACCR Professional Development Steering Committee**

MINUTES

**Thursday, October 27, 2022**

1. **Welcome, Roll Call** – the meeting was attended by Angela Martin, Jim Hofferkamp, Andrea Sipin-Baliwas, Carrie Bateman, Mignon Dryden, Keri Miller, Fernanda Michels, Kevin Ward, Lisa Connor, Monique Hernandez
	1. **Approve minutes from the last meeting**
	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 Martin)**
	3. **MAP (Deirdre)**
	4. **Mentorship workgroup (Monique)**
	5. **Upkeep TF (Connie Boone)**
3. **New activities/Discussions**
	1. **Volume III discussion for updates (Fernanda Michels)**

NAACCR started a project to update the Volume III product: Standards for Cancer Registries Volume III (naaccr.org). Our first step is to define/update/create the new list of contents. Using the 2008 volume III list of contents, NAACCR staff matched subjects by Committee/WG/Task Forces. Fernanda is here to share contents related to this committee and gather suggestions. Would like to move toward a digital hub to retain all this information in one place and easily updates. Andrea and Carrie elaborated on some ideas of information that could be included in Volume III. Kevin suggested including staffing guidelines. He also commented the previous versions of Volume III was more high-level informing of activities rather than outlining specifics. Jim and Fernanda agreed a new direction is being taken regarding the presentation of information.

* 1. **S** **Upkeep TF update (Lisa Connor)**

The group met in August and reviewed two of the guides. A summary document of the review with their findings was shared. Lisa also shared with the group notes regarding the agenda template and choosing the right candidate. The group suggested in the agenda extra activities be included in between subjects. Carrie suggested the calendar agenda be made into more of a list as opposed to a schedule.

* 1. **Plenary and Workshop Ideas (Angela Martin)**

NAACCR is planning on an in-person meeting and considering plenary/workshop ideas will be during the meeting as opposed to before or after. Monique believes the mentorship topics would be more of a social activity as opposed to a workshop. Some ideas:

* Mentorship
* Overview on what NAACCR is doing to promote involvement in NAACCR
* Advocacy workshop for registries
	1. **Review the Pillars of NAACCR (Angela Martin)**

Add to next month agenda.

* 1. **Review SMP+Workplan in relationship to Pillars of NAACCR (Andrea/Carrie)**

Add to next month agenda.

**ACTION** **– Andrea**

* Will discuss with Serban about assessments of data that could be linked to the new Volume III format.
* Will send Angela and Jim her thoughts on an advocacy workshop
* Discuss with group via email the November and December scheduled meeting dates.

**ACTION** **– Angela & Jim** will meet with the Upkeep TF and discuss next steps.