**NAACCR Professional Development Steering Committee**

MINUTES

**Thursday, April 21, 2022**

1. **Welcome, Roll Call** – the meeting was attended by Melissa Riddle, Angela Martin, Deirdre Rogers, Jim Hofferkamp, Andrea Sipin-Baliwas, Monique Hernandez, Keri Miller, Kevin Ward, Mignon Dryden
	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)**
3. **New activities/Discussions**
	1. **Workgroup and Taskforce Recruitment Efforts**
		1. **NAACCR Upkeep Taskforce**

Jim reminded the group this taskforce is being formed to review various educational products that are sponsored by the Professional Development Steering Committee. They will be given a certain product to focus on updating and then another would be assigned. This group is very task oriented and may involve different members depending on the project to be updated. The group will disband when updated material is complete. A new task force will be put together again when material is identified that needs to be updated.

* + - 1. **Finalize Team Charter**

The draft charter was reviewed and approved by the group.

* + 1. **Mentorship Work Group**

Monique, Angela and Andrea met to update the charter. There is some overlap with RDU and will be at the kickoff meeting. Several emails have been received regarding interest in the Mentorship work group. There is now a location for the group to use on the SHARE site. This group does have representation from Canadian and US registries.

* + - 1. **Finalize Team Charter and preview workplan**

Monique gave an overview of the description, deliverables, timeline, etc. It is being proposed in the beginning to have meetings every other week to get the group off the ground. Due to the large size of the group, we are keeping options open in terms of the structure of the work group. The draft charter was reviewed and approved by the group.

* 1. **Revisit PDSC Workplan and prioritize next tasks**

The goals and objectives were reviewed.

* Goal 1 Objective 1.1 – Design and conduct a salary survey specific to central cancer registries to also include intangible (non-monetary) benefits. **This task will be taken over by NCRA to be included in their survey to membership.**
* Goal 2 Objective 1.2 – Provide input on preconference workshops to be held at the annual conference. **(N/A for 2022 Summer Forum)**
* Goal 2 Objective 2.1 – Organize “Ask an Expert” teleconferences and “Issue Clinics” at the Annual conference. **(N/A for 2022 Summer Forum)**
* Goal 2 Objective 2.3 – Create guidelines for citing references for the FLccSC Group **(Exclude from workplan)**
* Goal 2 Objective 3.2 – Support NJ Rutgers Program **(Determine if there are other programs who would like PDSC input. Suggested it not identify Rutgers specifically)**

**ACTION** **–** The NAACCR Upkeep Task Force team charter will be posted.

**ACTION** **– Jim, Keri & Angela** will look at the Grow Your Own CTR and come up with 3-4 tasks for the Upkeep Task Force to begin work on and go over at the next meeting.

**ACTION** **– Monique** will send Angela questions for a poll to be asked during the Mentorship Work Group kickoff meeting.

**ACTION** **– Angela Martin** will send Andrea an updated list of NAACCR Talks that have taken place since December.

**ACTION** **– Jim** will contact the Confidentiality and Data Security workgroup to provide PDSC an update of their activities.

**ACTION** **– Andrea** will go over suggested workplan/tasks changes and bring back to discuss at next meeting.