**NAACCR Professional Development Steering Committee**

MINUTES

**Thursday, January 25, 2024**

1. **Welcome, Roll Call** – the meeting was attended by Andrea Sipin-Baliwas, Angela Martin, Melissa Riddle, Deirdre Rogers, Lihua Liu, Keri Miller, Carrie Bateman, Jim Hofferkamp, Monique Hernandez, 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. **New activities / Discussions** 
   1. **SMP Workplan Carrie/Andrea**
      1. **Member Ambassador Program (MAP) Draft Work Plan Review**

Carrie met with the MAP Group to see how they are going forward and provide us with work plan tasks that would be appropriate for the next SMP period. Carrie shared the draft work plan of MAP for review. Changes were made to the document as they were suggested.

Deirdre clarified that the primary focus of MAP was not solely on new members, but on any members who were unable to engage with the NAACCR community. She mentioned that they are working on adding content to the learning management system to help newcomers understand how to get involved. The team also discussed the importance of brainstorming new ways to engage members and that they are not forgetting about existing members who may need assistance in finding ways to volunteer.

* Monique suggested a MAP booth or combined with NAACCR booth to reach out to registry directors/managers and leaders of other organizational members.
* Mentorship will be looking at cohorts and directors.

The review of the MAP webpage on NAACCR site will be reviewed yearly before the NAACCR Annual Meeting.

* + - 1. **Review and Revise Workplan Tasks**

Andrea and Carrie discussed the ongoing work plan and its alignment with the new strategic initiatives set by NAACCR.

* Carrie suggested incorporating the suggested work plan tasks from MAP.
* A point of discussion was objective 4 to engage new and current members through the MAP program to encourage involvement in NAACCR activities. The team agreed on simplifying it to "engage members" but also decided to maintain a specific task to reach out to new members.
* Monique suggested a MAP booth or combine with NAACCR booth to reach out to registry directors/managers and leaders of other organizational members.
* The review of the MAP webpage on NAACCR site will be reviewed yearly before the NAACCR Annual Meeting.
* Jim discussed the possibility of using Rise 360 Software. This was used for the International Modules and is a user based as well as self-paced learning module. Jim suggested Data Editing would be the first topic to develop for a module. Angela Martin gave the group an overview of material already built by Rise 360.
* The group discussed the possibility of supporting and guiding university-level curriculum for central cancer registries. However, there were concerns about the priority of this task and whether it should be part of their objectives. Monique suggested expanding the scope to include surveying relevant training and certification higher education opportunities, as she believed it could directly impact the central cancer registry. The team also discussed the need for recruitment of central registry staff.

**Actions**

* Monique will connect with Deirdre regarding ideas for MAP reach out and possibly a booth at the NAACCR Annual Meeting.
* Jim will report back to this group in March on the progress of the Data Editing learning module.
* Add Mentorship information to MAP website page.
* Incorporate content about MAP into the "Understanding Central Cancer Registries" module and consider using Rise 360 software for the update.
* Carrie will incorporate the suggested changes for work plan tasks into the Google Doc after the meeting.
* Carrie will send out the list of tasks still needing review to the group for suggestions/comments.
* Keri Miller will look at the R&R Tasks with her group via email for any needed changes.
* Contact Angela Martin regarding any questions on the 2024 calendar invites.