**NAACCR Professional Development Steering Committee**

MINUTES

**Thursday, February 22, 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, Alicia Smith, Jeremy Laws, Taylor Hessler, Barbara DeArmon-Neyland is a Quality Control Coordinator at the Florida Cancer Data System and is joining this group.
	1. **Approve minutes from the last meeting Carrie/Andrea**
	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**
	1. **R&R workgroup (Keri Miller)**

An article is ready to be submitted to JRM highlighting a recruitment strategy and retention. Keri gave an update on a project to change the wording throughout the website from CTR to ODS and update job descriptions.

* 1. **LMS Update (Angela Martin)**

Angela updated the group on the Learning Management System (LMS), mentioning an update was done last year. She demonstrated for the group some changes to the registration process and that they are planning to track participation. The goal was to encourage more people to visit the website and explore other resources.

* 1. **MAP (Deirdre Rogers)**

Deirdre reported that her team was working on the work plan submitted by Angela.

* 1. **Mentorship workgroup (Monique Hernandez)**Monique shared updates on the mentorship program, mentioning that Vjay Medithi had stepped in as Co-Chair, and they were planning a mentorship breakfast at the annual conference on day 1. Also being finalized is the next roundtable in March. The group also discussed ways to promote the program and make it more inclusive, including recognizing the mentors and mentees. Andrea mentioned funds need to be built in every year for the breakfast at the Annual Conference and QR code used for recruiting.
1. **New Activities/Discussions**
	1. **Upkeep TF recommendations Jim Hofferkamp**

The group reviewed the training modules for the Understanding Central Cancer Registries. Jim presented the team's recommendations and suggested that they start by updating a module on edits. The team decided to use new software, Rise 360, to update the materials and assess the time and resources needed. They also discussed the possibility of restructuring the Upkeep Task Force into a different committee or creating new task forces to manage specific topics. Monique added this work is a heavy lift but will be so valuable to the community. Carrie suggested the idea of an Upkeep Work Group that would have task forces under it and approach the Board about possible financial needs, in taking this on. Monique and Lihua said this should be discussed next month and agreed on the need for buy-in from the board before proceeding. Also, need to determine the long-term plan for maintaining the updated modules. The team also discussed the possibility of leveraging existing frameworks and resources. The conversation ended with Carrie asking the upkeep task force to consider the points raised and return with a concrete plan in the next meeting.

* 1. **Approval of Mentor/Mentee member points Deirdre Rogers**

The team discussed the reward and recognition of mentors in the NAACCR program. Andrea proposed the idea of providing certificates to mentors as a token of appreciation for their guidance to mentees. However, there were concerns about the potential exclusion of other volunteers who also contribute significantly to the organization. The team agreed to award membership points to mentors as a less divisive form of recognition. Deirdre elaborated on the membership recognition points system, explaining the limit to 40 points per year to encourage sustained involvement. She also mentioned that the NAACCR website contains a comprehensive document detailing the different activities and their corresponding point values. Deirdre proposed the removal of the 'informatics activities' section, highlighting its lack of use and the potential for overlap with other categories. Angela suggested maintaining the section with the possibility to reintroduce it if a valid point is raised. Monique clarified the mentorship program's guidelines, confirming it only requires a one-year commitment and does not mandate monthly meetings. The team considered updating the point system for the NAACCR mentor program to better align with the current structure of the program. The team agreed on the need to define a set number of points for mentorship activities.

**Actions**

* Jim, Angela, and the rest of the Upkeep Task Force will discuss and decide whether to continue with the upkeep task force or to create a new group to handle the extensive updates to the educational materials in Rise360.
* Deirdre will review and update the NAACCR member awards program document with the agreed-upon points distribution for mentor-mentee sessions.
* Angela will locate the original Word document for Deirdre to update.
* Jeremy will send his updates to Angela to forward onto the group.