|  |
| --- |
| **Research & Data Use Steering Committee**March 25, 2024 |
|

|  |
| --- |
| **Attendance**  |
| **Members Present:**Angela Meisner (co-chair)Jeff Dowden (co-chair) | Chris JohnsonAnne-Michelle Noone | Xiaocheng WuBozena Morawski | Paige MillerSarah Nash | **NAACCR Staff Present:**Recinda Sherman | **Guests:**Fran Maguire |  |

 |
| **AGENDA ITEM** | **ACTION/FOLLOW-UP** |
| 1. Roll - Angela
 |  |
| 1. **Administrative/Housekeeping – Jeff/Angela/Recinda**
	1. **Call for new agenda items** – Townhall was added to Other Business.
	2. **Review/Approve Minutes** – February meeting minutes were approved.
	3. **Questions on Short Updates**
 |  |
| 1. **Board Update – Board Liaisons**
	1. Sarah shared the NAACCR Executive Director position and is still accepting applications and encouraged members to share the advertisement.
 |  |
| 1. **Santa Barbara meeting de-brief**

Jeff gave the group an overview of meeting agenda items, discussing strategic initiatives, work plans, and first-year deliverables. He also highlighted the importance of cross-collaboration among the steering committees to deliver on these initiatives. The discussion also included updates on the representation of S&RD in their data assessment work group and certification processes.* Sarah initiated a discussion within the steering committee about the strategic pillars and whether they covered all necessary areas. She sought feedback on whether they needed more guidance from the board. Angela clarified that the discussion was specifically about the lead strategic initiative of race and ethnicity reporting. Recinda suggested reviewing the larger scope of work, which they had previously updated in January, to ensure they were on track. Sarah agreed, expressing her concern about whether the steering committee would receive enough guidance from the board. Recinda reassured her that the concerns raised had already been addressed in a previous meeting.

Angela discussed the outcomes of their recent productive meeting with the Chairs Only and NAACCR staff, focusing on deliverables, due dates, and communication regarding cross-cutting initiatives. They also reviewed the upcoming conference and future conference plans.Sarah added for the Board portion focused mainly on future Annual Meetings and the Executive Director transition. | * The team agreed to consider Wu’s suggestion about student involvement and to address Sarah's question in the next meeting.
* All members review the current workplan to determine if we are going in the right direction.
* Wu will send a formal request she suggested regarding the limited data items in the analytic data set they use for collaboration and abstract data including the location the patient received treatment.
 |
| 1. **Newsworthy Topics**
	1. **NAACCR Narrative questions and feedback**

Some felt it was difficult to access what you are looking for and it is getting used less. Sarah felt the impact was lower because they don’t realize that they can sign up to a NAACCR Narrative digest and suggested an opt out instead of opt in. * 1. **RDU Social Media WG (Vote on Charter)**

Lena Swander will be the chairperson of this group. Recinda shared the charter and gave an overview.  | * Recinda will inquire with the Executive office about the feasibility of switching to an optout system for the new NAACCR narrative.
* Recinda will share the results of the vote on the new Social Media work group with the team.
 |
| 1. **CiNA Writing Network WG**

Fran Maguire will be the co-chair for this committee. Fran shared the draft charter and gave an overview of what is included. The group will consist of 3-5 people that will work on recruiting people to write papers. * 1. **Vote on Charter**

Passed. | * Recinda and Fran will reach out to members interested in joining the new CiNA Writing Network work group and plan their first meeting.
* Send any suggested topics to Recinda or Fran.
 |
| 1. **Other Business – Recinda/Jeff/Angela**
	1. **Townhall**

This is to review the new strategic plan and provide feedback.* 1. **Next TF/WG Meeting July 23rd (90 minutes)**
 | * All team members are encouraged to attend the NAACCR Town Hall meeting to review the new strategic plan.
 |
| **Next Meeting – April 23, 2024, 1:30pm ET (90 minutes)** Recinda will be deleting the old calendar invite and sending a new one, same time and date. |