**NAACCR Professional Development Steering Committee**

MINUTES

**Thursday, March 28, 2024**

1. **Welcome, Roll Call** – the meeting was attended by Andrea Sipin-Baliwas, Angela Martin, Melissa Riddle, Keri Miller, Lihua Liu, Carrie Bateman, Jim Hofferkamp, Monique Hernandez, Mingon Dryden, Taylor Hessler, Barbara DeArmon-Neyland, Jeremy Laws
   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
   3. **Board Updates Monique/Lihua**

Monique reported that the board had requested the Mentorship work group to develop a new award for a recent volunteer. They have begun to draft the criteria and language for this award, which would be presented at a future meeting. Carrie suggested discussing the operational tracking of this award with MAP, as they might have relevant records.

Lihua mentioned the Board would like liaisons to submit an update on their Steering Committees they work with for the NAACCR Narrative. Monique and Lihua will draft an update of this group with suggested topics from members. Carrie then shared the idea from the board chair meeting that when a taskforce or work group finalizes a deliverable, they should also write a narrative article to keep the membership informed. This would help promote the work done by the task forces and work groups.

1. **Ongoing activities – Updates from workgroups** 
   1. **R&R workgroup (Keri Miller)**
   2. **LMS Update (Angela Martin)**
   3. **MAP (Deirdre Rogers)**
   4. **Mentorship workgroup (Monique Hernandez)**
2. **New Activities/Discussions**
   1. **Charters**

Andrea discussed the need to revamp and update the charters for various work groups and committees, including the steering committee. The aim is to ensure better communication within these groups and the wider membership. Carrie explained the charter review is intended to ensure completion of the charter deliverables.

* 1. **Townhall Informatics Question**

Carrie proposed that the team should define what informatics means for their work and identify the relevant domains within it. She suggested creating a basic understanding of informatics across all disciplines to ensure everyone is speaking the same language. Barbara shared that the National Cancer Registrars (NCRA) have already started educating their members on informatics and there are podcasts on informatics <https://www.ncra-usa.org/Education/Informatics>. Monique suggested utilizing existing tools and focusing on how informatics is applied in their specific context. The team agreed on the importance of not duplicating efforts and considering collaboration with other organizations. Andrea added she is the NAACCR Liaison to NCRA and she is working on how we can more closely work with NCRA in these areas.

* 1. **Board/Chair Meeting Carrie/Andrea/Angela**
     1. **Successes shared by SCs**
* The work being done in different areas and communicating that work with other steering committees.
* Angela expressed gratitude for the volunteers' contributions.
  + 1. **Communication updates**
       1. **Feedback on the WG and TF activities related to this area**

**Actions**

* Monique will send the draft language for a new award to Deirdre for review.
* All members are encouraged to think about updates (new and current) and reach out with any information so that it could be disseminated to the membership via the NAACCR Narrative and/or social media.
  + Carrie will share a guideline document for writing narrative articles.
* Barbara will send to Angela and Andrea the information on informatics education she is familiar with.