

**NAACCR Professional Development Steering Committee  
AGENDA**

Thursday, March 22, 2018  
8:30 am PT; 11:30 am ET

**Toll Free # 877-953-0411**

**Participant Passcode: 9206148**

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| 1. Welcome, Roll Call                      | Mignon/Frances |
| 2. Approval of minutes from 1/25/18        | Mignon         |
| 3. Survey Course and LMS Update            | Angela         |
| 4. IT Forum Update                         | Michelle       |
| 5. General Recruitment & Retention Updates | All            |
| 6. Other business – Member Awards          | All            |

Present: Mignon, Deirdre, Maria, Katheryne, Angela, Frances, Stephanie, Jim

The minutes were approved without changes for posting.

Angela reported on the Survey Course and the LMS. Angela said that she has been to an LMS Users Conference and has learned a lot about using this product. She has been adding to the CTR Prep materials and the monthly webinars. Regarding the Survey Course, Betsy's module is posted now and Recinda will re-record the three she did that were too hard to hear. Angela and Frances talked to Paul Fearn and Marina Matatova as they outlined their plans for the Cancer Informatics modules. It is well organized into four different presentations and we should have the first of them by the end of April.

Michelle was unable to be on this call, so Frances gave the hackathon update. She and Isaac are continuing to work on the logistics of the event, and they have been meeting with the work group. The judges have been selected and some additional ground rules were established. Frances asked for volunteers, particularly to take shifts at the event in order to answer questions and handle logistics for the participants. Stephanie and Mignon both agreed to help as needed. The work group still needs help with publicizing the event. Dustin looked into a group called SteelHacks, which is a professional organization for hackers, and which may give us some contacts and support in this area.

The Recruitment and Retention Survey is now closed. At this time, 47 surveys have been completed, but Dustin may have a few more responses since he last compiled the responses. Mignon will check with him and ask him to send the final report of responses to Maria for analysis. She and Frances will confer in May for the presentation of the results at a concurrent session at the Annual Conference.

Frances reported that the NAACCR Member Awards Program was discussed at the Board/Chair meeting, since Marina (from SEER) had requested some modifications to the Program to award points for SEER members volunteering for SEER projects. Some of her ideas were rejected by the Board, but it was decided that an additional category of Cancer Informatics Contributions should be added to the Program. The Board has asked its members to review the Program for any other needed modifications, and asked the PDSC to consider these changes and make recommendation for the next cycle (May 2018-April 2019). Stephanie has agreed to lead this task force.

Annual Conference – the PDSC will meet on Wednesday afternoon at 2:00pm. At this time, the preliminary Program shows no time for the Member Awards presentation. Angela will check with Charlie and the Program Committee on this.

There was much positive feedback for the New Registrars Training Packets from the committee. Then there was discussion about combining them into a ‘best practices’ training guide and possibly posting it to the LMS. That way, we could track the use of it. Frances mentioned possible collaboration with the SEER Educate creators for the Best Practices – maybe form another task force to create this document. Stephanie asked to hold off on this until she gets internal approval from her registry to widely share and distribute her materials.

Meeting adjourned.