AGENDA

1. Welcome, Roll Call   Mignon/Frances

   Mignon Drydon, Stephaine Hill, Jim Hofferkamp, Randi Rycroft

   Because we don't have anyone on the call we are doing a brief update. Our next
   meeting we will look at the new committee charges from Board

2. Survey Course and LMS Update   Angela
   a. Recinda has completed three. Marianne and has two completed with be talking to them
      in October should have more. Betsy double check to see if it was recorded.

3. Hackathon Debrief/Evaluation/Future Steps?   Michelle/Frances
               No update because we did it last month

4. New Committee Charges from Board: All/Deirdre
   a) Need more committee members
   b) Framework for higher education
   c) Complete the Survey Course (almost done)
   d) Best Practices for Recruitment & Retention
   e) Work with RDU on education in LMS for NDI linkage and MatchPro
   f) Get continuous use items in LMS – work with other committees
   g) Best practices for telecommuting
   h) Implement Team Charter (should be getting template)
   i) Global Initiatives – simplified education plan for low-resource countries
   j) CDC Cooperative Agreement

5. Other – Team Charter Template   All
   Start filling out some of this with the basic information with that we have for the new committee
   charges on our next call on the next call, then we get more members then they can fine turn it.
   Randi- good to let the WG/TF know what the steering committee goal is and then let them take
   ownership of the charter and if contention then come back and ask for clarity. If it would help
   S&RD to share examples. Mignon please send to Angela or Mignon.

   Mignon, will send an email to get a running list of those that we have invited to join the group.

   Angela announced that she will be going half time in October but will still be working with the
   PDSC

   Stephaine Hill - member award how do we include participation of the Hackathon. Requests to
   add some of SEER informatics activities. Discussion, in regards to the Hackathon planning
   committee can be apart of NAACCR committees. NCRA describes inforamtics may need to have
   NAACCR define it. Randi - Could we make it general and have them justify why they should get

credit for it because it contributed to NAACCR in this way. The group, would have to make decisions/ criteria on what is accepted. Will table discussion at next meeting.