NAACCR Professional Development Steering Committee
MINUTES
Thursday, November 29th 8:30 am Pacific/11:30 am Eastern
Using ZOOM for call

1. Welcome, Roll Call – the meeting was attended by Mignon, Frances Angela, Randi, Deirdre, Jim, Stephanie and Katheryne

2. Approval of minutes from 10/25/18 – the minutes were approved with minor changes.

    Update from Mignon – Michelle Esterly is stepping down from this committee due to her need to focus on her work for the 2018 implementation at this time.

3. Angela gave an LMS update and showed us where new videos of NAACCR presentations were available. These include new NAACCR Talks, which are now grouped into 3 topic areas. Users must sign in and register for the video, but the cost is free. The Survey Course is complete except for the Data Management modules; Angela has reached out to Marina Matatova a couple of times but received no response to date. Mignon suggested that we wait until after the first of the year and then try to contact her again.

4. Jim finalized the survey draft and he had a meeting with NPCR, who agreed on the final survey but decided to wait until 2019 to send it out. It would then be the basis for a training plan in 2020. However, there were already proposed NAACCR webinars for NPCR ETCs and these will be quarterly in 2019, beginning in January.

5. NAACCR Member Awards – Stephanie asked the group how we want to handle the process of adding informatics activities to the Member Awards Program. She and Frances reminded members that the idea came from a request by SEER, but the Board agreed that the request was more SEER activity focused and not NAACCR focused. But the Board was in favor of adding a category to the Awards Program for informatics activities that support involvement in NAACCR or benefit its members. Some examples were participating in the hackathon or creating an algorithm or program code that is useful to NAACCR members.

    Frances pointed out that the Member Awards were given out annually in June, and that most participants submitted their points in April, after a reminder from the Program Coordinator. That suggested a process cycle where new additions could be made to the list of eligible activities annually, sometime before April of each year. Ideas or requests would be forwarded to the Program Coordinator (Stephanie) and she would bring them to the committee for review and approval and assignment of point values. Then she would work with the NAACCR office to update the web site and forms each year, as necessary.

6. New Committee Charges – Mignon reiterated our approach to create work groups or at least a point person for each activity. Some items seem relatively easy and quick to accomplish, such as

the Best Practices for Telecommuting and Recruitment & Retention. We went through each item and discussed the next steps.

  a. Framework for Higher Education – no one was exactly sure what was intended by the Board for this topic. Frances thought it referred to a matrix concept of educational offerings by NAACCR, targeting different types of central registry professionals and providing different levels of instruction (beginner, intermediate, and advanced). Deirdre said she would check back with the Board for their understanding of this charge to the PDSC.

  b. Best Practices for Recruitment & Retention – Stephanie said she would lead a work group for this topic. Missouri had sent a presentation on R&R to Angela, which she forwarded to the committee.

  c. Best Practices for Telecommuting – Lynn was not on the call but she had agreed to be the point person for collecting other registries' policies and practices to get this work started. Missouri and New Jersey have sent their policies to the group. Frances agreed to be part of this work group and Stephanie will ask another NJ colleague to join the work group.

  d. Global Initiatives – Angela will get more information about what is requested for this charge. It may be that the Board wants a member of the PDSC to be involved in these discussions, just to be aware of any potential opportunities for support and collaboration.

  e. CDC Cooperative Agreement – Jim's plan has been accepted and is in progress.

  f. LMS – NDI linkage, MatchPro, Continuous Use Items – Angela is working on adding these topics to the LMS. She also mentioned that some of NAACCR's pre-conference trainings have been made into on line presentations as 'NAACCR Talks'.

  g. Complete the team charter. A draft has been circulated and will be re-sent to members for completion at the next meeting.

7. Other: ~~new member~~ ????? Help

8. December's Meeting is cancelled due to holidays. The next meeting is January 24, 2019.