

NAACCR Professional Development Steering Committee
MINUTES
Thursday, January 24th 8:30 am Pacific/11:30 am Eastern
Using ZOOM for call

1. Welcome, Roll Call – the meeting was attended by Mignon Dryden, Frances Ross, Angela Martin, Randi Rycroft, Deirdre Rogers, Jim Hofferkamp, Lynn Giljahn and Katheryne Vance
2. Approval of minutes from 11/29/18 – the minutes were approved with minor changes.
3. Frances gave a quick summary of the highlights of the Board/Chair in person meeting held a couple of weeks earlier.
4. Mignon emphasized that our first task is to complete our Committee's charter. We have a draft that has been circulated for comment and the Committee agreed that the 'deliverables' for Goal 1 were appropriate. Our approach is to create a work group or at least a point person for each of the two Best Practices activities. Lynn has said she will be the point person for the Telecommuting document and Stephanie has said she would head up a Recruitment work group.
5. The second goal includes several deliverables:
 - a. Framework for Higher Education – This was clarified to mean that the committee should develop an outline of NAACCR educational offerings, in order to see the scope, the audiences targeted, and any possible gaps. During this discussion, Angela brought up the NAACCR LMS and showed how offerings are tagged to be specific to certain audiences. We thought this would be a good highlight to send to the Communications for promotion. Jim mentioned that live webinars get a much bigger audience than recorded ones, and Lynn mentioned that a set schedule might increase viewership.
 - b. The discussion then turned to the Priorities document that Frances submitted to the Board Chair meeting. Randi said that the Task Force templates would give clear direction to its members, and we need these to delegate and monitor that work gets done. Deirdre said the templates also help prevent 'mission drift' and keep groups focused on the objectives of the committee.
 - c. Global Initiatives – This group has made this Initiative a low priority, however, it appears that the Board and the Executive Director may want greater involvement by PDSC for development and review of training materials for Caribbean countries. Mignon will check with Betsy Kohler on this.

At this point, the meeting time was up and Mignon agreed that she and Frances would work on the team charter before the next meeting.

6. The next meeting is February 28, 2019.