**NAACCR Professional Development Steering Committee**

**MINUTES**

**Thursday, March 28th 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, Randi Rycroft, Deirdre Rogers, Jim Hofferkamp and Stephanie Hill
2. Approval of minutes from 2/28/19 – the minutes were approved with no changes.
3. Angela was unable to attend the meeting but sent the following report.

**Update on the Survey Course**

 I sent emails out to all the presenters (11) of the survey course presentations requesting them to review the presentations and provide a brief summary of any changes that needed to be made if any. The due date is April 1st. Except for Tom Tucker with is April 15th. I have heard from 7 individuals that have either provided suggested updates or state that no changes were needed. After looking at some of the suggestions it looks like we may need to record some of them again.

I have been in contact with Dennis Deapen and Andrea Sipin as well as Brent Mumphrey in regards to completing the Informatics modules for the Survey Course. I heard back from Andrea and she said that she and Dennis would be a happy to help out. They will be contacting me later this week.

**Update on LMS**

The LMS is currently undergoing a site re-design. The redesign should hopefully be live by the end of the week. We are also integrating the LMS with the Share community (Higher Logic). This is mainly for the CTR Prep course as well as the Monthly Webinars. Do not have a date of completion for that yet.

1. Jim has a call on April 10th about the NPCR Education Project. He is working on materials to improve quality assurance for colon cases, emphasizing Solid Tumor Rules, MSI and Summary Stage 2018. He will post his presentation for committee members to review and comment.
2. Lynn Giljahn was not available for the call, but she sent a report that there has been no progress this month on the Telecommuting Best Practices. Stephanie said she would contact her and offer help from the New Jersey Cancer Registry to compile information and move things forward.
3. Stephanie had drafted some recommended changes to the Member Awards booklet and on line forms. She is seeking to beta test a new section on IT activities that would become eligible to accrue awards points. She has spoken to Tyler Scott, NAACCR’s new Web and Technology developer, to get changes to the Member Awards Program booklet and on line submission forms in place for 2019. This may prove difficult to accomplish in time for the 2019 Annual Conference, so the current on line forms may have to be used with some kind of supplemental form for collecting information on IT activities.
4. Mignon asked who would be attending the Annual Conference in Vancouver and all six on this call said they would be there. We decided to schedule an in person meeting in June on the Monday afternoon before the conference.
5. The next meeting in April is uncertain until we know the time of the April Board/Chair meeting; the Board/Chair meeting has been rescheduled and may conflict with our Committee meeting time. The May meeting may also have conflicts for several people, since it is very close to the NCRA meeting.
6. Mignon wrapped up the meeting by emphasizing the need for new committee members. We reviewed a short Powerpointtm presentation that we created to show at the Annual Conference in order to recruit new members. Mignon asked each person on the committee to personally call at least one or two people and ask them to join our committee. She is going to contact Melanie Williams, chair of the Communications Committee, and discuss ways to publicize our appeal for new members, as well.