**NAACCR Professional Development Steering Committee**

**MINUTES**

**Wednesday, April 17th 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, Deirdre Rogers, Jim Hofferkamp, Angela Martin, Stephanie Hill and new member Andrea Sipin from the Los Angeles SEER Cancer Registry
2. Approval of minutes from 3/28/19 – the minutes were approved with no changes.
3. **Update on the Survey Course**

Angela has been in contact with Dennis Deapen and Andrea Sipin in regards to completing the Informatics modules for the Survey Course. Andrea has joined the Committee and she said that she and Dennis would be willing to continue the work on the Informatics modules, and they would be seeking assistance from other California SEER PIs to help with some of the modules. She thought they could probably have these completed by the June Annual Conference.

Everyone has responded about updating their Survey module presentations except Kevin Ward and Jill MacKinnon. Mignon and Frances agreed to review their presentations to see if any slides needed updating for 2018 changes.

**Update on LMS**

Angela gave a demonstration of the LMS re-designed web site. The NAACCR training page has been updated and appears much easier to navigate and to use. The LMS will also be integrated with NAACCR Share Community (Higher Logic) and ZOOM. The goal is to make access to educational products easier. Angela said she would like to ask the Committee members to test some of the new features and she will be sending out some links in the near future.

1. Jim received positive feedback of his most recent presentation for the NPCR Education Project. He provided materials to improve quality assurance for colon cases, emphasizing Solid Tumor Rules, MSI and Summary Stage 2018. His presentation materials may be used very flexibly by the trainers – in whole or in part, or modified and customized by the user as needed. In July, he will focus on breast cancer abstracting and he will also be demonstrating the NAACCR LMS at a pre-conference workshop in June in Vancouver.
2. Lynn Giljahn was not available for the call. Stephanie said she had contacted her and offered help from the New Jersey Cancer Registry to move things forward with the Best Practices for Telecommuting.
3. Stephanie has been working with 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. She reported that this is now on track, and a listserv reminder has been sent out to all NAACCR members to submit their forms for Awards points.
4. Stephanie confirmed that she is the lead person on the Recruitment and Retention efforts of this committee. She has some ideas in the works and she has called a couple of individuals to invite them to join the PDSC and work on this with her. They have expressed interest and may want to sit in on some committee calls, and would likely join in June. Deirdre mentioned that she knew someone from Mississippi who would like to help with Recruitment and Retention; she will forward the name to Stephanie.
5. The next meeting in May meeting has conflicts for several people, since it is very close to the NCRA meeting. It may have to be rescheduled. Mignon asked who would be attending the Annual Conference in Vancouver and everyone said they would be there. We decided to schedule an in person meeting in June on the Monday afternoon before the conference at 4:00.
6. Mignon wrapped up the meeting by saying she is going to contact Melanie Williams, chair of the Communications Committee, and ask her to publicize the date and time of the PDSC meeting in Vancouver, and invite any interested NAACCR members to come to the meeting and consider joining the committee.