**NAACCR Professional Development Steering Committee**

**MINUTES**

**Thursday, July 25th 8:30 am Pacific**

1. Welcome, Roll Call – the meeting was attended by Mignon Dryden, Stephanie Hill, Lori Swain, Wendy Aldinger, Angela Martin, Heather Stuart-Panko, Angela Meisner, Andrea Sipin, Lynn Giljahn

Angela Meisner will lead the “How to get involved in NAACCR” workgroup and will attend Committee meetings as needed to provide updates on that project.

1. Minutes from the May 16th and June 10th meetings approved by consensus as submitted.
2. Survey Course and LMS Update – The IT modules of the survey course are undergoing review by subject matter experts. Andrea will let Angela know when these are completed so they can be posted to the LMS.

The CTR prep courses and the 2019-2020 webinar series will be conducted through the LMS, with registration and access to all documents through LMS. Since NAACCR is moving away from using Webex; webinar recordings are now posted on Vimeo. Registries wishing to share the videos should contact NAACCR for the new links.

For new members: The Survey Course is what used to be the 2-day in-person short course on central registries. Presentations are now recorded and on the Learning Management System (LMS).

1. Update on NPCR Education Project – Tabled; Jim was unable to attend.

For new members – NAACCR has an agreement to work with NPCR to help provide education for the Education Training Coordinators (ETCs) at state registries. Jim conducted a survey of ETCs and based on their needs prepared a list of training topics for webinars. ETCs can use these materials to train their staff and hospital registrars.

1. Review/Approve Telecommuting Draft Document – Several documents prepared and compiled by the Telecommuting Workgroup have been posted on the share site for review by the committee. The group identified common themes from several states that shared policies and tools and compiled them into a summary document to accompany samples and templates. **ACTION ITEM:** All Committee members should review the documents and provide Lynn with feedback (copy all members) by the end of August.
2. Update on R&R – Stephanie gave a brief overview of the toolkit outline. A more detailed review will be presented at the next meeting for Committee members to provide feedback by the end of September.

1. New Task: How to Get Involved in NAACCR – The Committee is undertaking a new project to encourage more NAACCR members to become involved in volunteer positions and on committees and workgroups throughout the organization. Development of a mentorship program is being explored, and NAACCR plans to hire a volunteer coordinator. Angela will meet with Deirdre and give more detailed information to the Committee at the next meeting.
2. Other – A request was made to consider conducting a salary survey of cancer registrars. Committee members should consider this for discussion at the next meeting.
3. Items to send to Communication Committee – Announcements of PDSC activities are included in the NAACCR Narrative.