**NAACCR Professional Development Steering Committee**

**MINUTES**

**Thursday, August 22, 8:30 am Pacific/11:30 am Eastern**

1. **Welcome, Roll Call** – the meeting was attended by Angela Martin, Angela Meisner, Deirdre Rogers, Stephanie Hill, Lori Swain, Jim Hofferkamp, Carrie Bateman, Andrea Sipin, Lynn Giljahn and SuAnn McFadden
2. **Approval of minutes** from 7/25/19 – the minutes were approved.
3. **Survey Course and LMS Update** After talking to Andrea regarding the survey course, Angela Martin emailed Dennis for an update, but he has not yet responded. Angela Martin gave an update on LMS and reviewed the updates via the website. The integration of the SHARE site and Elevate is still ongoing. She hopes this will be complete and available some time in 2020. Lynn suggested an article be written regarding the LMS system for the NAACCR Narrative. Andrea suggested it be available on the homepage of the NAACCR website under announcements.
4. **Update on NPCR Education Project** Jim reported the fourth ETC training took place yesterday. Jim reviewed the educational survey questions that will be put in Survey Gizmo and released next week. Jim will add the question whether there are different training needs for internal versus reporting facilities. Lynn commented it seems like webinars are geared more towards hospitals and there is a need for registry operations training. Jim pointed out the process from registry to registry varies a great deal, although NAACCR is currently developing standardized registry operations. Lynn would like to see less redundancy of webinar topics done by various organizations and see more training geared toward central registrars.
5. **Final Review/Approve Telecommuting Draft Document** Lynn is incorporating feedback and will distribute the final version in September. Please send any additional comments to Lynn by the end of August.
6. **Update on R&R – Final Review Sept. Call** Stephanie reviewed a document to provide registries with customizable tools/practices for recruitment. The retention portion will be created when the recruitment document is complete. She pointed out registries vary on what they have the ability to control regarding the process of recruiting. Stephanie will include job description examples as well. Several documents have been posted on the SHARE site for this committee’s review. This document will be finalized in September.
7. **How to Get Involved in NAACCR Workgroup – Update/Ask?** Angela Meisner discussed with Deirdre the initiative to get people involved in NAACCR. They would like to develop an ambassador program to foster involvement. She also received comments that invites to become involved are important. Angela Meisner has asked for feedback from the NAACCR Board and this committee regarding the ambassador program. This will be added to the next meeting for further discussion. Forward any feedback to Deidre and Angela M. Stephanie suggested this topic also be added to the NAACCR Annual Meeting Program Committee agenda.
8. **Other – Salary Survey?** This will be added to next month’s agenda.
9. **Items to send to Communication Committee**
10. The next meeting is September \_\_\_\_\_ , 2019.