**NAACCR Professional Development Steering Committee**

**MINUTES**

**Thursday, November 21, 8:30 am Pacific/11:30 am Eastern**

1. **Welcome, Roll Call** – the meeting was attended by Mignon Dryden, Angela Meisner, Deirdre Rogers, Stephanie Hill, Jim Hofferkamp, Carrie Bateman, and Wendy Aldinger
2. **Approval of minutes** from 9/26/19 – the minutes were approved.
3. **Survey Course and LMS Update** Dennis Deapen will have the IT Resources modules to Angela by December 15, 2019. The integration process with Elevate and Higher Logic (Share Community) is complete. The CTR Exam Prep course is currently being made available in Higher Logic. The goal is when individuals purchase the webinar series, a community will be created and populated with the CTR Prep Product from Elevate. All this should be in place by January 2020.
4. **Update on NPCR Education Project** The first project on How to Use the Solid Tumor manual took place yesterday. There are more planned on hematopoietic and edits.
5. **Final Review/Approve Telecommuting Draft Document** Lynn was not in attendance so Mignon will finalize the document via email and forward to the board for approval.
6. **Update on R&R – Final Review** This is a document designed to be a toolkit. Stephanie did not receive any suggested edits since the last meeting, so it is ready for board for review and approval. There are additional documents/tools to be developed and Carrie will be taking leadership of this project. The group approved of the document and Stephanie will send to the board ahead of their next meeting on December 18. She will also attend the board meeting and give a brief presentation regarding the project. Jim suggested a forum be created for feedback and collaboration on future tools. He also recommended a webinar and NAACCR Talk be developed regarding this.
7. **How to Get Involved in NAACCR Workgroup – Update/Ask?** Angela will have a meeting with Charlie, Monica and Anne (Venue West) to discuss a meet and greet at the NAACCR Annual Conference. A list of attendees will be sent personal invites in the spring.
8. **Other** 
   * Mignon was approached regarding the development of guidelines for creating education materials. It was suggested references be cited as to where statements came from to identify whether information is outdated or not. This idea could be given to the FlccSC group for them to implement on that site. Recruit volunteers from the FlccSC group to participate in small group to address this. Stephanie will ask Jill to add this to the next FlccSC meeting agenda.
   * Mignon will send an email to Lori Swain regarding information she offered regarding the salary survey.
9. **The next meeting is December 19, 2019.**