**NAACCR Professional Development Steering Committee**

**MINUTES**

**Thursday, December 19, 8:30 am Pacific/11:30 am Eastern**

1. **Welcome, Roll Call** – the meeting was attended by Mignon Dryden, Angela Martin, Angela Meisner, Heather Stuart-Panko, Stephanie Hill, Jim Hofferkamp, Carrie Bateman, Lynn Giljahn and Wendy Aldinger
2. **Approval of minutes** from 11/12/19 – the minutes were approved.
3. **Draft Steering Committee Progress Report** Stephanie made several updates. The group added the following suggestions and will continue to add more detailed content. Email any suggestions to Stephanie or Mignon.
   * Goal 1 – Objective 2: *Have identified groups we have in the team charter as potential collaborators, but no activity has not yet taken place.*
   * Goal 1 – Objective 3: *Stephanie will present this on the January Board call.*
   * Goal 2 – Objective 2: *Activity has not yet taken place.*
   * Goal 2 – Objective 3: *In process of completing the online Survey Course offerings. Ambassadors in the NAACCR community.*
   * Goal 2 – Objective 4: *Ambassadors in the NAACCR community.*
4. **Survey Course and LMS Update** Dennis sent Angela Martin the training modules and she forwarded to Stephanie and Mignon for review and feedback. LMS has been integrated with the NAACCR SHARE site. The CTR Prep Exam will be the first product offered on the new site. In using the new platform any questions and/or comments are communicated via email. After this is complete we will begin to expand the use to other groups.
5. **Update on NPCR Education Project** Jim worked with Denise Harrison on Solid Tumor Rules in November, focusing on the structure of the manual and how it focused the use of histology tables. All registries have access to these recordings which include Power Point presentations and script. The following is the schedule for 2020:
   * 2/12/20 Solid Tumor Rules – Urinary Chapter
   * 4/8/20 Solid Tumor Rules – Head and Neck Chapter
   * 5/13/20 Hematopoietic Manual and Database
   * 7/8/20 Coding Grade
   * 9/9/20 Edits
6. **Final Version Telecommuting Document shared with BOD** Wendy updated the group this was reviewed and approved by the Board in December, with suggested changes. The following is feedback from the Board:
   * Is there an editable template created to help states develop their own?
   * Tyler is available to help if needed with the template.
   * The Tennessee policy attached did not relate to telecommuting.
     1. Lynn will verify the correct document and send to Angela Martin
   * Can the states that provided information be confirmed?

Angela Martin shared once this is finalized a webinar will be developed and can be discussed on the next call. Lynn will contact participants that shared their policies to see if they can provide contact information for any future questions.

1. **Update on R&R – final Review Completed** Stephanie reported the documentation has been shared with the Board.
2. **How to Get Involved in NAACCR Workgroup – Update** Angela Meisner has talked with Charlie and Anne from Venue West. A meet and greet is scheduled for the first morning of the conference during the breakfast and Venue West will help facilitate advertising. Charlie asked a one sentence pitch be provided and consider some kind of incentive. A list will be provided of first-time registrants to invite personally. A suggestion was made first time attenders be identified with a different color badge.
3. **Salary Survey** No update.
4. **Guidelines for Citing References – FLccSC group** This was initially brought up by someone in California who used information from another state that was dated. Stephanie heard back from Jill and they would be open to working on this. Jim and Lynn volunteered for the group.
5. **Other?** None
6. **Items to send to Communication Committee** None
7. **The next meeting is January 23, 2020.**