**NAACCR Professional Development Steering Committee**

**MINUTES**

**Thursday, February 27, 8:30 am Pacific/11:30 am Eastern**

1. **Welcome, Roll Call** – the meeting was attended by Wendy Aldinger, Carrie Bateman, Mignon Dryden, Angela Martin, Angela Meisner, Jim Hofferkamp, Lori Swain, Andrea Sipin, Heather Stuart-Panko
2. **Approval of minutes** from 1/23/20 – the minutes were approved.
3. **Survey Course and LMS Update**
	* Angela Martin reported the survey course has been completed and is available. Communication needs to be sent about the course being complete. A total of 351 people registered for the course.
	* The LMS SHARE site is working and will allow participants in.
	* There was considerable discussion on the phrase “survey course” being misleading. In the future the term survey course will be phased out.
	* A NAACCR Talk will be scheduled regarding the survey course being available.
	* Angela mentioned the ability to log into the LMS from MyNAACCR site is not available at this time.
4. **Update on NPCR Education Project**

Last month the Urinary for solid tumor rules was conducted. In March head and neck for solid tumor rules will be done. A survey is being developed for participants using the FlccSC system and will be sent out Monday, March 2.

1. **Final Version Telecommuting Document**

Most everything is complete. Lynn is just waiting for the contact names. These will be added as a resources page at the end. Need to let people know this is available and possibly have some of the contributors share their experience. It was suggested combining all the documents in a webinar which will involve Mignon, Stephanie, Carrie, Angela Martin, Lynn Giljahn and Jim. Need to decide on a name and date.

1. **R&R Update – approved by BOD 2/5/20 with minor corrections**

Carrie will look at this once Stephanie hands this off to her. Revision corrections were suggested and will be incorporated, but does not need to go back to the board.

1. **NAACCR Ambassador Workgroup – Update**

Angela Meisner reported there is a line in the NAARCCR Narrative. This will also be advertised via the NAACCR ListServe. There is similar naming convention to our Ambassador Program within NCRA so the suggestion was to add “Membership” making it NAACCR Membership Ambassador Program. Sarah Nash hopes to use the Meet & Greet breakfast as springboard for the Research and Data Use Steering Committee breakfast meeting.

1. **Strategic Management Plan – Next 5 years**

Discussed briefly will continue next meeting.

1. **Board & Chair Meeting**

Wendy, Lori, Jim and Mignon attended the meeting in person with Stephanie participating by phone. For Professional Development Steering Committee tasks and projects that were suggested during brainstorming sessions were focused on: best practices and collaboration with other steering committees. There was considerable discussion about the next 5-year SMP.

1. **Salary Survey**

The survey is available on the SHARE site and Lynn will look at summarizing the central registry data.

1. **Update: Guidelines for Citing References – FLccSC group**

No update.

1. **Other**
	* Lynn asked if there a group of epidemiologists that discuss standards for analysis. It was suggested she contact Sarah Nash the co-chair of Research & Data Use committee or Recinda Sherman.
2. **Items to send to Communication Committee**
	* Send any topics to Mignon and she will forward to the Communications Committee.
3. **The next meeting is March 26, 2020.**