**NAACCR Professional Development Steering Committee**

**MINUTES**

**Thursday, July 23, 2020**

1. **Welcome, Roll Call** – the meeting was attended by Carrie Bateman, Mignon Dryden, Angela Martin, Lori Swain, Jeremy Laws, Monique Hernandez, Angela Meisner
2. **Approval of minutes** from 5/28/20 – the minutes were approved with minor spelling changes.

1. **Survey Course and LMS Update –** Angela Martin stated that there have 41 new registrations since February 19, 2020. The newest modules that were created have had an increase of registrations and completions since they were uploaded. She continued to let us know the number of NAACCR Talks coming up from now through November. She mentioned that NAACCR was applying for 2CEs for the Grade webinar. Also that there was a continuations of breakout sessions from the NAACCR Annual Conference.
2. **Update on NPCR Education Project –** Jim Hofferkamp was not present but Angela Martin shared his report. The last webinar was on assigning grade and the next webinar is on deciphering edits.
3. **R&R Workgroup** – This group was formed to work on the retention portion of the toolkit efforts.
* **Access to the Previous Survey Data –** This is a survey Stephanie did in 2018. The group would like to review the survey answers to see if anything can be pulled from it on the subject of retention.
* **Video group is Stephanie Hill, Carrie Bateman, Alicia Richardson** This effort has not yet begun.
1. **Guidelines for Citing References – FLccSC group** – This group still needs a new lead and the person would need to be a NAACCR member. Carrie will check with a possible co-worker to lead this group.

**ACTION**

* Carrie will check with her training coordinator to see if she would like to lead this effort.
1. **Any additional updates to SMP?** The group reviewed a draft Mignon created including additions made in February.
* Goal 1 – Objective 5: Carrie suggested a collaboration with SEER who is working on something similar to this.

**ACTION**

* Mignon will send out the updated copy of this to the group.
* Carrie will reach out to Peggy Adamo regarding Goal 1 – Objective 5 and the work they have done so far.
* Angela will replace steering committee with the new term adopted by the bylaws.
1. **Salary Survey –** Jeremy is waiting on comments from Lynne Penberthy on this. Monique suggested publishing the findings.
2. **Other**
* **Jeremy asked if all registries are experiencing hiring freezes or budget cuts?** Could add questions to the salary survey regarding this question.
* **Jeremy asked if they needed more members?** Carrie will send Jeremy information regarding the R&R Group meeting times.
1. **Items to send to Communication Committee** – None
2. **The next meeting is August 27 , 2020.**