**NAACCR Professional Development Steering Committee**

MINUTES

**Thursday, February 24, 2022**

1. **Welcome, Roll Call** – the meeting was attended by Carrie Bateman, Angela Martin, Deirdre Rogers, Jim Hofferkamp, Andrea Sipin-Baliwas, Mignon Dryden, Monique Hernandez, Keri Miller, Jeremy Laws, Kevin Ward
   1. **Approve minutes from the last meeting**
   2. **Meeting ground rules reminder:**
      1. Tell us your name and registry before each comment
      2. Silence equals agreement
2. **Ongoing activities – Updates from workgroups (written updates via email)** 
   1. **R&R workgroup (Keri Miller)**
   2. **Survey Course and LMS (Angela Martin)**
   3. **NPCR education project (Jim)**
   4. **Ambassador Program (Angela Meisner/Deidre)**
3. **New activities/Discussions**
   1. **Mentorship Program Updates (Monique Hernandez)**
      1. **Workgroup**
         * A draft workgroup charter has been developed, which does not need to be approved by the NAACCR Board.
         * Information asking for volunteers has been sent to Nan of the Communications Steering Committee for distribution.
         * Some volunteers have already been identified.
         * We are Looking into a bulletin board platform on the Ambassador Program web page.
         * First meeting? Most agreed the first meeting should be sooner rather than later.
         * No skill level needed to participate in Mentorship WG, just interest.

**ACTION** – Carrie will post a copy of the charter with the updates.

**ACTION** – Email Monique if interested or you know someone interested in joining the Mentorship WG.

* + 1. **Annual Meeting Event**
       - All agreed the first meeting should be sooner rather than later and not during the virtual annual meeting.
    2. **Goal 2 Objective 2** 
       - Carrie reviewed for the group the modifications made to the tasks under this objective.
  1. **NAACCR Training Guide**
* Several concerns were brought to the attention of Andrea regarding the R&R Toolkit and outdated information.
* Angela Martin pointed out this is not intended to fit the requirements for individuals to set for the CTR exam. She believes the links in the training guide still work.
* Jim suggested a task force be created to update these manuals as needed. Possibly use newer members not yet over committed and familiar with current requirements.
* Kevin felt most of the changes will be in the SEER education activities.
* Policies should be developed for archiving outdated material.
  + How to communicate effectively how updated a document is.
  + Include disclaimers regarding effective dates.

**ACTION** – Jim will draft a charter for the task force to address outdated material.

**ACTION** – Angela Martin will check with Stephanie Hill and Heather Stabinsky whether they have updated this document.