**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* Several concerns were brought to the attention of Andrea regarding the R&R Toolkit and outdated information.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* Policies should be developed for archiving outdated material.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.