**NAACCR Professional Development Steering Committee**

MINUTES

**Thursday, March 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)** This project is not within the Professional Development Committee scope and will no longer be included in the updates.
   4. **Ambassador Program (Angela Meisner/Deidre)**
3. **New activities/Discussions**
   1. **Updates from Board/Chair In-Person Meeting**
      1. **Sharing discussion on PDSC Metrics**

There was a breakout session to brainstorm important metrics to consider tracking for the Professional Development Committee. Andrea shared the list of metrics they came up with. The new volunteers and length of commitment utilizing the existing platforms such as the new NAACCR AMS system called Nimble. Jim suggested the group begin to think about workgroups/taskforces under PDSC to help accomplish objectives. Angela received a list of NAACCR members who are interested in the Professional Development Steering Committee and what they would be willing to do.

* 1. **Recruitment Efforts Update**
     1. **NAACCR Training Guide/Grow Your Own**

The draft charter Jim created is being reviewed and will determine next steps before meeting in April. Angela Martin talked with Heather Stabinsky in New Jersey who directed her to education training coordinator, Taylor. Taylor gave Angela some documents and input on how they do their training. Once the group is together these documents will be reviewed.

* + 1. **Mentorship**

Monique has sent copy to Nan of the Communications Committee to get feedback on a listserv message regarding the Mentorship Program but has not received anything back. Carrie suggested the first meeting date be set and send a listserv with the date. Jim added the first “meeting” could be a webinar. Something will also be added to the next NAACCR Narrative.

* 1. **CIM/CRM Practicum Students**

Andrea shared some of the practicum students do not have the foundational knowledge they need, such as how to abstract. She still believes it is a great way to recruit despite the challenges, as 2 of her practicum students are now full time CTRs for their registry. When asked if others have had similar experiences most expressed they do not take on practicum students much if at all.

**ACTION** **– Angela** will follow up with Tyler regarding the listserv message Monique sent to Communications requesting feedback and/or guidance on how to send a listserv message out.

**ACTION** **– Monique** will follow up with Nan on her request regarding the listserv message for mentorship.

**ACTION** **– Monique** will follow up with suggested names to see if they would like to join this effort and share their experience from the past mentorship program.

**ACTION** **– Deirdre** will contact those who have expressed interest in MAP about possibly being involved with the Mentorship program.

**ACTION** **– Kevin** will add to the next Board meeting agenda guidance needed for steering committees on how to move forward with initiatives discussed at the board/chair meeting.