**NAACCR Professional Development Steering Committee**

MINUTES

**Thursday, August 25, 2022**

1. **Welcome, Roll Call** – the meeting was attended by Angela Martin, Jim Hofferkamp, Andrea Sipin-Baliwas, Kevin Ward, Carrie Bateman, Mignon Dryden, Keri Miller, Melissa Riddle, Deirdre Rogers
	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. **MAP (Deirdre Rogers)**
	4. **Mentorship workgroup (Monique Hernandez)**
	5. **Upkeep TF (Connie Boone)**
3. **New activities/Discussions**
	1. **Review SMP+Workplan Updates (Carrie/Andrea)**

Carrie reviewed the changes made to the SMP with the group.

* 1. **Chair Only Meeting Update**

This meeting will take place quarterly. Andrea did bring up at the last meeting the idea of PDSC serving as a consolidator for different resources from the different steering committees, task forces and work groups. Some agreed this could be beneficial due to all the things on the NAACCR website and can be difficult to navigate. They will reach out to other chairs for input and keep in mind the NAACCR Communications consultant, as they may have ideas as well. Also discussed at the meeting the pillars of NAACCR that Ann Marie shared.

1. **Metrics**

Specific feedback from SMP regarding the metrics for PDSC will be discussed at the next meeting. The two metrics given to Karen Knight for consideration are:

* Track numbers regarding access to LMS and other training modules
* Track attendance information of NAACCR Talks

**ACTION** **– All** any topics you may want discussed at the next Chair Only meeting, send to Andrea or Carrie.

**ACTION** **– Angela** will send the slide of the NAACCR Pillars to the group.