**NAACCR Professional Development Steering Committee**

MINUTES

**Thursday, December 15, 2022**

1. **Welcome, Roll Call** – the meeting was attended by Angela Martin, Jim Hofferkamp, Andrea Sipin-Baliwas, Keri Miller, Deidre Rogers, Melissa Riddle, Jeremy Laws, Monique Hernandez, 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. **MAP (Deirdre)**
	4. **Mentorship workgroup (Monique)**
	5. **Upkeep TF (Chair TBD)**
3. **New activities/Discussions**
	1. **Review the Pillars of NAACCR (Angela Martin/Andrea)**

Angela presented a short video explaining the NAACCR Pillars and shared the diagram of the 3 pillars.

* 1. **Review SMP+Workplan in relationship to Pillars of NAACCR (Andrea)**

The group decided:

* Goal 1 fits under Priority 1 and 3
* Goal 2 fits under Priority 1
	1. **Selecting 3 Metrics/Baseline Values (To be collected 1-2x per year)**

Need to evaluate the value of metrics as we go. Andrea reviewed all the possible metrics to choose from and comments from the SMP Work Group.

1. Number of individuals that attend NAACCR talks.
2. Number of individuals who access LMS training non-fee-based courses including number of watches of training videos or downloads training documents. Consider what they do with SEER\*Stat and Match\*Pro – users requested and sent to them which can be tracked. Don’t want to prevent but shouldn’t be a major barrier. Derive more information: number of times requested and by who. Tyler said visits to pages and downloads of PDFs can be tracked. Need to define timeframes.
3. Track number of successful placements of MAP and mentorship individuals tracking quantitative and as well as qualitative metrics. Follow-up with the individuals.

**ACTION**

* Angela and Jim will discuss moving training materials from website to LMS.
* Andrea and Monique will discuss with Mentorship and MAP the proposed #3 metric.
* Andrea will send final list of metrics to Angela for forwarding to Karen Knight.