



MINUTES  
QAAC MEETING  
20 AUGUST 2019  
1500-1600 EDT

ZOOM Call Participants

Present: Heidelise Als, Deborah Buehler, Dorothy Vittner, Melissa Johnson, James Helm, gretchen Lawhon, Nikk Conneman, Joy Browne

Absent: Inga Warren, Graciela Basso, Karen Smith

Courtesy Copy: Kathleen VandenBerg

**Minutes from the July 17 2019** Quality Assurance Advisory Council (QAAC) meeting were presented electronically. Motion to approve the Minutes carried.

The meeting was devoted to further planning for the QAAC session at the NIDCAP Trainers Meeting (NTM). This was greatly facilitated by a detailed outline developed by g Lawhon and shared with the Committee. Briefly summarized, the topic of the session will be “Nurturing the Trainer” with the goal of providing education and guidance on adult learning and the process of reflective mentoring. The session will begin with a didactic presentation by D. Vittner and Peggy Doyle Settle. g Lawhon will then offer organization and guidance as the audience breaks up into six groups. The exact composition of the groups is influx, as the registration process continues. The “fishbowl” technique will be used as the groups reflect, followed by a reporting period. In the next few weeks, g Lawhon and D Vittner will invite facilitators, scribes and reporters. The Committee discussed the anticipated outcomes for this session, referring back to requests for more information and guidance around the complexities of the role of NIDCAP Professionals and Trainers at various levels and working in different settings. D Buehler noted that a written summary of the ideas shared in the groups would be helpful, and should be facilitated by the work of the scribes assigned to each group. The challenges of inviting participants from diverse cultures as well as primary languages to participate in the “fishbowl” exercise was also discussed; It was agreed that the facilitation of this session would provide opportunities to support participants to learn from this activity.

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Final assignments and specific discussion topics will be developed and confirmed by e-mail. The next QAAC meeting will focus on returning to the priorities previously identified as important, and the Committee was asked to e-mail M Johnson their thoughts about high priority items.

**SEPTEMBER 24 at 4 PM was selected as the date and time allowing the most members to participate.**

An in-person breakfast meeting will be held at the NTM on Sunday morning, 6 October 2019 at 7 am, when the Chair of the QAAC for 2019-2020 should be confirmed.

Respectfully submitted,  
Melissa R. Johnson

August 20, 2019

NOTE: Should NFI Members wish further detail or have questions related to the Minutes, please feel free to write to any of the Members who attended this meeting.

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