Announcements

Stan announced that he will meet with the Fall Process Management Teams (and their champions) on March 16, 2006 to review progress on implementation.

Sarah will send out via email the notes from the February meeting, the list of Spring team members and the Fall Teams’ recommendations with Steering Committee feedback.

Stan reviewed the upcoming meeting schedule, as follows:

April 6, 1:00 p.m.    Steering Committee Meeting
April 20 & 21        Teams Report out (exact times to be determined, probably 5 teams per day, from 9:00 to 2:30 or 3:00 pm)
May 1, 8:00 a.m.     Steering Committee meets to determine feedback to Spring Teams and then will have a celebration/luncheon at noon with the teams
Summer 2006          (Potential) Steering Committee meeting (discuss fall teams)

Meeting dates for the Fall teams will be finalized soon.

Spring Team Progress Reports

Non-Union Employee Performance Evaluation ~ Deb Rathke reporting
The team has conducted a survey of all non-union contract employees and received 133 responses out of 250. They have also collected a number of performance documents from other companies in and out of education.

Part-time Faculty ~ Bruce Busby reporting
The team is focusing on a survey conducted by a Fall team, looking at the existing draft of the Part-time faculty manual and looking at providing a draft to HR, and collecting online resources to help adjuncts be more prepared.

Faculty Mentoring ~ Bill Ivoska reporting
The team has developed a flow chart for the current advising process, a written survey asking faculty about advisors, mentoring and scheduling and will launch the survey soon, and will develop a similar student survey.

Web Management ~ Michele Johnson reporting
The team is putting together written documentation regarding how other institutions manage website communications. The team is also planning a survey to be distributed via EGEN and will target specific departments, those who may have not submitted web updates in a long time.
Student Recruitment ~ Judy Ennis reporting
The team has SOS representatives calling to find out what people liked and didn’t like, and is soliciting reports from other schools who have large enrollments from the baby boomer generation.

Automated Hiring Process ~ Sarah Metzger reporting
The team conducted a focus group on February 17th with individuals who have experienced the PeopleAdmin process from the hiring side and will solicit input from individuals who have applied for jobs and been hired through the People Admin process. The team’s task is somewhat complicated because the HR office has identified existing problems within the hiring process and is taking steps to address some of those problems now, rather than to wait for the team to make its recommendations. For example, the team discovered that the College did not have the software necessary to training individuals on the PeopleAdmin system once it went “live” without interfering with live data. The team would have recommended that HR purchase the necessary training software from People Admin and this is, in fact, what HR has done. Thus, they will now have the ability to train users of the system on an on-going basis, and HR is working to schedule these training sessions now.

There were several follow-up questions and discussion about the activities of this team, expressing that is critical that the hiring process be fixed in order to avoid negative perceptions of the College as a potential employer; questions related to problems applicants may encounter with the software; asking whether the team would serve as pilot “testers” of the training software; whether or not applicants receive messages/feedback from the system regarding the status of their application.

Communications ~ Stan Jensen reporting
The team is looking at the usefulness of “EGEN” emails in conveying information, especially about information that must be shared with the entire college in a timely fashion, and working on operational definitions.

Student Involvement ~ Sarah Metzger reporting on behalf of Carol Russell
The team is looking at what options are currently involved on campus for students to communicate as well as receive information about activities on campus. They have designed a survey that will be on Zoomerang to identify how students currently receive information about events on campus. They are looking at other campuses to see how they communicate with students regarding events, registration, etc. on campus.

Program Marketing ~ Stan Jensen reporting
The team is examining economic trends in NW Ohio, and possibly SE Michigan, developing a matrix of programs to promote and benchmarking against other colleges.
Student Course Evaluations – Stan Jensen reporting
The team thinks that perhaps there should be just one evaluation (formative vs. summative), has sent out a survey and is gathering data. They may look at presenting the evaluation form on-line.

Tom Sink asked whether surveys are tested prior to being sent out via Zoomerang. Deb Rathke explained that the surveys are not scientific; they are developed by the teams and are the best we can do under the circumstances. The surveys really are about gathering feedback.

Stan provided a handout on Process Management team Implementation and Follow-up, which he reviewed with the entire group.

In response to reports from some teams about confusion over who is responsible for doing what, Stan will meet with all the Fall teams and team champions on March 16, 2006 at 1:00 pm in AVCC 125-128.

The entire group discussed the issue of whether or not teams had received or understood feedback from the Steering Committee. A suggestion for the Spring teams is for each team to provide a feedback page for the champion to fill out as decisions are being made and to then provide that written feedback to their team in addition to providing oral feedback.

If teams have frustrations, please bring them back to the Steering Committee!

Sharon Stein suggested a “Champions Handbook”, and Stan and Sarah Metzger will collaborate on that.

Champions need to coach teams and encourage them not to push too much action off to the future. Reminder – not every task requires a process management team.

Deb Rathke pointed out the importance of the champion working with the team in the beginning of the semester to drive the project down to a level where something can actually be done/accomplished in one semester’s time.

Myrna DeAustria mentioned that the School of Business will be offering a Microsoft Project Manager course.

**Homework** – Champions are to review the list that Sarah Metzger will send via email of the Fall teams’ recommendations and the corresponding action taken by the Steering Committee, and to provide feedback/corrections to Sarah. Champions are also to encourage teams to attend the March 16th meeting.
At the April 6th meeting, the Steering Committee will be open to receiving implementation reports if teams would like to report at that time. At their meeting on March 16th, Stan will ask them to pick a month in which they would like to report.

Joanne Juan passed out “Frequently Used Numbers” and received feedback from a number of individuals. This information was developed based on a team recommendation accepted by the Steering Committee, and will be share with the College.