Dr. Unger began by stating that this is a perfect time to quantify results/savings, as is done through process management, because Ohio is requiring colleges and universities to report a 1% efficiency savings this year (FY08) and a 3% efficiency savings next year (FY09).

The Action Team Project report form was distributed to everyone. Teams will use this form when providing either progress or final reports to the Steering Committee.

Team Reports

Performance Appraisal Progress Report

Dr. Eschenburg reported that the team met last month and will roll out a plan that they refer to as “180 degrees”. HR took the team’s work and created four draft documents, which Dr. Eschenburg shared with the Steering Committee, asking that people review and provide feedback. The proposed documents incorporate all parts of the competencies to be evaluated under the College’s five Core Values – Excellence, Innovation, Collaboration, Service & Learning. There is a section for a performance improvement plan. Next steps include: 1) developing a 1-2 hour training program for supervisors; 2) piloting with one department in late May or early June; 3) conducting training throughout the summer; 4) moving into the new evaluation process in October. One question as yet unanswered is how merit pay will fit into this system.

Military Credits Final Report

The team provided handouts including: 1) Action Team Project Final Report form; 2) Project Timeline; Steering Committee Report, 3/22/07; 4) Spreadsheet of Military Transfer Credits; 5) Transcripts sent to chairs for evaluation. The team reported that their goal was to find a way to give veterans more credit for military training received prior to coming to Owens. Previously, the system for awarding credit was haphazard at best. The team has completed the implementation process, resulting not in any time savings but in increased opportunities for veterans to gain more credits for military training and decreasing the number of classes they have to take at Owens. An advisory group with representatives from the different branches of the military has been formed and will meet again in six months. The team met with Gary Corrigan, Director of Marketing & Communications, with the result that Joanne DeCant, Veterans Services Representative, will work to update website materials, including the addition of a “Quick Link” to the Veterans Services webpage. Martha Morrissey from the Registrar’s office with Ms. DeCant will be responsible for further engrafting the improvements into the College’s processes.

The Steering Committee unanimously agreed that the Team had completed its work and should be disbanded. Kudos to the Military Credits team members!

AQIP Update

Tom Perin stated that there will be amendments to the process, as the AQIP initiative is further developed. The AQIP and Process Management steering groups will meet together and make decisions. Mr. Perin provided handouts: an overview of AQIP, as well as a flowchart of the
AQIP process (including Process Management) and information on the Action Projects. The College will be required to provide an annual review in the form of a Systems Portfolio, which will be 75-80 pages and this reporting process will be led by the AQIP Steering Group. The work of the Process Management teams will contribute a great deal to the Systems Portfolio. Mr. Perin may modify the Process Management report form in order to include data on money and time saved. The College will need to strengthen reporting on what has been done with respect to accomplishments, quantifying data, measuring results and providing analysis. In response to questions, Mr. Perin indicated that he would likely continue to use the dashboard format to report results to the entire College. Currently he is working on the College’s AQIP website which must go live by April 17, 2007.

There will be process management teams drawn from all three action projects — Student Retention, Assessment of Student Learning, and Information Systems.

Dr. Unger commented that Dr. Busby would need to be involved as he co-chairs the Retention Committee and Mr. Perin affirmed that he would be. This is why Dawn Wetmore was chosen as the advocate for the Assessment of Student Learning Action Project and Jason Tetzloff was chosen as the advocate for the Student Retention Action Project, as the work they are already overseeing falls directly into those respective areas. The Advocate for the third Action Project, Information Systems, is Randy Wharton.

The AQIP Steering Group will meet for the first time on March 28th.

New Teams
In addition to the teams associated with the Action Groups, the Steering Committee discussed other teams that might begin training with Dr. Jensen on April 19 & 20. After an extended discussion, the following teams were selected. (Champions were confirmed by Mr. Perin and Ms. Metzger following the meeting.)

1. OPAT Redesign (Information Systems Action Project) – Betsy Johnson, Champion
2. Independent Audits (Information Systems Action Project) – Pat Jezak & Brent Wickham, Co-Champions
3. Student Retention (Student Retention Action Project)
4. Student Learning (Assessment of Student Learning Action Project)
5. Grant Administration – Pat Smith, Champion
6. Student Course Drop Dates – Bill Ivoska & Brian Paskvan, Co-Champions
7. Documenting & Archiving the College’s History – Gail McCain, Champion

NOTE: Subsequent to the meeting it was determined that although the Student Retention & Student Learning teams would not follow the traditional Process Management training schedule (as many members of those teams have already been trained and as their work has already advanced significantly), they would make reports to the AQIP Steering Group/Process Management Steering Committee.

Next meeting: April 19, 2007 @ 2:00 pm in Toledo, TT 204.