Announcements

Stan Jensen displayed the presentation schedule for team report outs, as noted below. The location will be in LE #145. He suggested that board members should be invited, especially those trustees that will be attending the future AQIP Strategy Forum.

4-20-06:
11 a.m. Program Marketing
Noon Lunch
1 p.m. Performance Evaluations
2 p.m. Communications
3 p.m. Student Involvement

4-21-06:
8 a.m. Student Recruitment
9 a.m. Website
10 a.m. Adjunct Faculty
11 a.m. Student Class Evaluations
Noon Lunch
1 p.m. Mentoring
2 p.m. Hiring Process

Dr. Jensen said that Dr. Adams will be in China during this time. Chuck Mann commented that he would be at a Board of Regents meeting on 4-20-06 and that Spring Fling is also scheduled for 4-20-06. Dr. Jensen said that he knows of at least 6 steering committee members that won’t be able to attend the presentations and to make sure that those that cannot attend make arrangements to receive the team booklets. Dr. Jensen suggested that absent members find a replacement representative from their area so that they can report back to you. The committee agreed with this idea.

Dr. Jensen said that the Steering Committee will meet on May 1, 2006 to determine the feedback to the teams. This will include lunch with the team members. He said that Dr. Adams will still be in China.

Fall 2005 Team Follow Up Meeting

Dr. Jensen summarized that for the last Fall 2005 teams, there were about 90 recommendations. He met with the Fall 2005 teams in March to check on their implementation progress. He said that one team thought that they were given a “no” on all of their recommendations. He said that he clarified the situation for them.
Implementation

Dr. Jensen said that implementation of the recommendations is very important. He reminded the champions for the Spring teams that they be fully educated in what their teams are presenting. He suggested that the champions give their teams some coaching. On May 1st, the champions will be expected to review the team recommendations, answer questions and to report back the results to the teams. He reminded the champions of the Fall teams to make sure they “spark” the implementation process. The first set of teams will have setbacks just getting around the “trolls” of the College. Part of the reason that “trolls” exist is because of the lack of communication about the implementation process. The first set of teams will help break down the barriers.

Summer Dates and Relationship to AQIP

Dr. Jensen would like to have a couple of meetings in the summer. The Steering Committee agreed on the dates of:

- Wednesday, June 7, 2006, 8:30 am to 11:30 am.
- Tuesday, August 8, 2006, 8:30 am to 11:30 am.

The meeting locations will be confirmed by Sarah Metzger through e-mail.

Dr. Jensen explained that the June meeting will be a “dash board” or “score card” meeting to determine what key indicators the College wants to measure. For example, there have been recruitment teams so the College should see how it has affected the on-going recruitment efforts. These “score cards” will contribute to the College’s systems portfolio, a 100-page document, that will be part of the third year requirement for AQIP. Someone will need to be assigned to keep the indicators going. Dr. Jensen said that the College will also need to communicate its successes to the College community. We will need to attach “what’s in it for you” to the staff’s responsibilities. This is where the score cards will come into play. The AQIP people will be asking every AQIP college to demonstrate: feedback from the teams, photographs, project statements, GANTT charts, etc. These will be placed on the internet for everyone to have access to. Linda Stacy commented that she reviewed some of the AQIP colleges’ on-line portfolios, and she could tell which ones were effective and which ones were not. Dr. Jensen said that it is important to measure so that you can tell your story.

Dr. Jensen explained that the August meeting will be to select new projects and new champions. Then they can have close to a month to recruit new team members once the new semester begins.

Dr. Unger asked Dr. Jensen to provide a bit of an overview as the process improvement initiatives relate to AQIP. Dr. Jensen said that AQIP has 3 vital focuses, much like “10,000 acre fields”. Those are broken down into 9 areas, like communications and decision-making. From there, the team projects would fit under these umbrellas. Then, comes the 2-day Strategy Forum in Chicago. There you will link your project areas under the “10,000 acre fields”. Linda Stacy requested a list of Dr. Jensen’s client colleges so that she could start comparing portfolios.
Connie Buhr commented on communication. She said that she has been asked about how the Steering Committee came about and how do individuals become members. She suggested that there be more communication provided to the College about the Steering Committee members. Dr. Jensen commented that over the summer it would be a good idea to review the size of the Steering Committee. Right now, there are 35 members, but it is hard to coordinate this many schedules and only about half of the committee members are able to attend the meetings. It may be time to reduce the Steering Committee membership.

Final Comments on Teams

Brian Paskvan said that the Website team had an “a-ha” moment on their survey findings.

Paul Unger said that the Student Class Evaluation team had positive survey results.

Chuck Mann questioned if intellectual property rights could apply to the team improvement projects, processes and ideas.

Joanne Juan said that the Frequently Used Numbers listing from the Fall 2005 Staff Training team has been posted on the Intranet under the campus directory. Sharon Stein commented that it would also be helpful to post it on the Ozone website for students to access.

Dr. Jensen commented on the use of Zoomerang to conduct team surveys. Deb Rathke said that some of the teams have received over 1,000 responses. Deb said that Institutional Research is putting together an instructional booklet on how to use Zoomerang for conducting surveys. Institutional Research has the license to use it. Her department cannot devote a lot of time to help teams with survey questions and wording. She reminded everyone that Zoomerang is not a scientific study, but the teams get good input from people.

Dr. Jensen mentioned that he is available to provide an overview of the process improvement initiative for a future board of trustees’ retreat. Dr. Adams responded positively to this suggestion.

Dr. Jensen said that we will begin planning for year #2 and year #3. He suggested that everyone that has public speaking engagements for community events to weave in the process improvement initiatives into those speeches.

The meeting adjourned at 2:30 p.m.

*The above constitutes the writer’s understanding of the items discussed at the above stated meeting.*

SUBMITTED BY:

*Pat Jezak*

e/PIEZAK/STEERINGCOMMITTEE/NOTES/040606
5-1-06

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