Dashboard Characteristics
Dr. Jensen let the group in a discussion of dashboard characteristics, including:

Enrollment
Program Accreditation nationally
Retention
Completers
Job Placement/Transfer Matriculation
Performance Evaluation (as applies to strategic plan)
Community Leadership
Maintain Relationships with Students
Indicators about Learning

Action on Student Communications Team Recommendations
The Committee then reviewed with Carol Russell, Champion of the Student Communications Team, three recommendations on which no action had been taken on May 1, 2006. Recommendation #13 was approved; recommendation #14 was approved for further exploration; and recommendation #15 was approved for further exploration and development of guidelines.

Future Steering Committee Size/Format
Dr. Jensen led the group in an extended discussion of the vision and expectations of the Steering Committee; how to “optimize” the Steering Committee in supporting the Process Management initiative; how to coordinate, track, support, analyze, celebrate teams, and finally how to end teams and communicate their success.

The original Steering Committee was comprised of members drawn from President’s Council, the OFA Executive Committee, the College Planning Council and the Deans.

Consensus was that it is critical to have faculty involvement, and recognition that at times this can be difficult to achieve due to their class schedules. It is critical for all Steering Committee members to be present for the team reports.

The Steering Committee needs to have college-wide representation and involvement. Perhaps there would be some permanent member and some rotating. Perhaps we could consider meeting in the late afternoon or evening to accommodate work schedules. Some members could be drawn from Process Management teams who have already been through the training with Dr. Jensen. New members might come on in July and should have an orientation.
The group discussed when the best time for meetings might be. The hours of 10 am – 2 pm are probably the heaviest for faculty so perhaps meeting at 2:30 or 3:00 pm might work. Perhaps some members could participate through Owens link.

Provost Unger, Mr. Paskvan and Ms. Metzger will work on some ideas for presentation at the August 10th meeting.

Ms. Stein suggested that Steering Committee members talk to others and brainstorm ideas prior to the August meeting. Ms. Buhr pointed out that there are 19 ideas identified by past teams for work by future teams. Ms. Rathke added that as the College is now an AQIP institution, coordination and alignment is needed between the Process Management teams and the AQIP group.

For further discussion at the August meeting: how topics/teams are chosen, perhaps some chosen by the Steering Committee and some through AQIP.

Consensus developed for Fall:

- There will be a smaller number of new teams, no more than 6
- The College will focus more on teams that are implementing and on providing dashboard reports to publicize and celebrate successes – and to move them to completion. Perhaps the College would hold an information fair to spotlight the teams’ work, especially once pursued to completion.

Dr. Busby may discuss with the group in August the AQIP categories and terminology.

Handbooks
Ms. Metzger shared draft handbooks for Steering Committee members and Process Management team members and asked for feedback.