

Stewardship Coordinating Council
March 5, 2008
Minutes
ITT International Room

Members Present: Ana Maria Rodriguez, Anne Thaddeus, Arturo Ramos, Beatrice Newman, Cathy Vale, Debby Grant, Dora Saavedra, Faraon Torres, Gary Montgomery, Jamie Curts, John Villarreal, Karen Chandler, Karla Barragan, Lisa Prieto, Rajiv Nambiar, Richard Costello, Sandra Tijerina, Sonia del Angel, Susan Griffith, Thomas Grabowski, Wendy Lawrence-Fowler, Yvette Padilla.

Members Absent: Al Borrego, Beverly Jones, Bruce Reed, Cynthia Brown, Dahlia Guerra, Edwin LeMaster, Hector Ochoa, Jane LeMaster, Juan C. Gonzalez, Kim Nguyen-Finn, Leota Hull, LuAnn Gernentz, Michael Uhrbrock, Paul Sale, Penny Simpson, Peter Cortez, S.J. Sethi, Teofilo Ozuna, Van Reidhead, Yolanda Lopez.

The Stewardship Coordinating Council met on March 5, 2008, at 3:04 p.m., in the ITT International Room.

I. Call Meeting to Order

Jaime Curts called the meeting to order. Jaime asked if there were any changes to the February 13, 2008 minutes. The minutes were approved with no changes.

II. Review Results of 3rd Annual Stewardship Retreat

Dora Saavedra reviewed the results of the General Retreat Evaluation. The overall results of the retreat were considered excellent or good and seemed to indicate that all the objectives were achieved.

Beatrice Newman summarized the results of the pre-test/post-test assessment. The most impressive response was that by the end of the day the percent of participants that indicated they could explain stewardship to someone else improved from 26% to 74%. A suggestion was made that OIRE make faculty/staff aware that the Office of Institutional Research and Effectiveness (OIRE) and Institutional Effectiveness (IE) are different web pages. A webpage counter was recommended to track how many people are accessing the webpage. Susan Griffith said that we had tried a web counter with SACS and had difficulty with it, but OIRE will look into it again.

ACTION: OIRE will make faculty/staff aware that OIRE and IE are different web pages.

ACTION: OIRE will look into a webpage counter for the IE webpage.

Cathy Vale reviewed the results of the comments from the Retreat Evaluation. Comments were very positive. Participants indicated that the retreats were getting better and was a day well spent. Comments were also made that they know that we are listening to them based on the recommendations from last year's retreat. It was suggested that we condense the retreat to 4 hours or have biannual retreats – one in the fall and another in the spring semester.

The Stewardship Coordinating Council (SCC) discussed recommendations of the SCC Executive Team regarding ideas that were generated at the February 15th institutional Stewardship Retreat to develop the SCC 2008 Work Plan. Attached to the minutes is the draft SCC 2008 Work Plan for discussion at the April meeting.

III. Review of 2009-2010 Compact with UT-System Calendar

Susan Griffith reviewed the calendar with due dates and process for the 2009-2010 *Compact* with UT System. The online survey is expected to be posted by the first week in May. OIRE will process responses and share with SCC so SCC can make recommendations for change to Executive Committee by mid May.

IV. SCC Summer Schedules

SCC members discussed the availability of SCC members in the summer. Susan Griffith indicated that the former Institutional Planning and Assessment Committee (IPAC) had always worked through the summer. It was suggested that SCC could work in groups during the summer if the majority of members could not meet. The Office of Institutional Research and Effectiveness will email SCC members to ask their availability during the summer and will report back at the next meeting.

ACTION: OIRE will email SCC members requesting their summer schedules and report at the next meeting.

V. Next SCC Meeting

The next SCC meeting is scheduled for April 2, 2008, at 3:00 p.m. in the ITT International Room.

VI. Adjourn Meeting

Being no further business, the meeting was adjourned at 4:35 p.m.

Stewardship Coordinating Council

2008 Work Plan

At the March 5, 2008, Stewardship Coordinating Council (SCC) meeting, those present acted on the recommendations of the SCC Executive Team regarding ideas that were generated at the February 15th institutional Stewardship Retreat. Items were: 1) added to the SCC work plan for 2008, 2) were referred to individual or committee/council at UTPA, or 3) were dismissed as inappropriate for SCC.

Items added to the SCC work plan for 2008 include:

Continuous Improvement (CI)

- **CI Projects** - monitor the piloting and implementation of continuous improvement projects at UTPA.
- **Discussion Boards** – consider using discussion boards to gather comments and information as part of a continuous improvement process.
- **Lean Teams** – invited Dr. Miguel Gonzalez, Assoc. Dean of Engineering, to discuss the Lean Teams process
- **Open Space Meetings** – Pilot the Open Space Meetings concept to increase communication, and identify possible continuous improvement projects.

Stewardship Calendar

- **Calendar** – improve the presentation of the integrated planning, budgeting, assessment, evaluation and continuous improvement calendar.

The dispensation of the items from the February Retreat that was discussed at the March 5th SCC meeting is noted on the chart, below.

Idea from Retreat	SCC Decision/Action
<p>Staff Guest Lecturer Program</p>	<p>SCC will send an email to all faculty/staff encouraging them to provide their profiles with areas of expertise in the “Knowledge and Expertise” database at http://rsp.utpa.edu. Then, faculty can find staff with a certain expertise by searching the database. ITEM COMPLETE</p>
<p>Continuous Improvement Processes</p>	<p>1. SCC recommends a UTPA pilot the “Accelerated Improvement Process” from the University of Wisconsin-Madison http://www.ie.utpa.edu/quality_resources.htm. If we followed the UW-M model, we might name our process: “SIFT” for Single Issue Focused Team. “Sift the sand to find the gold”. SCC will monitor any pilot approved by Executive Committee.</p> <p>2. SCC will invite Dr. Miguel Gonzalez, Assoc. Dean for Engineering, to SCC to discuss “Lean Teams”, a quality tool where engineering students would analyze a process for improvement.</p>

	<p>SCC endorses the piloting of “Open Space Meetings”, an informal process for identifying areas of concern that might be referred to a continuous improvement process. This process should also increase communication across the institution. ITEMS ADDED TO SCC 2008 WORK PLAN</p>
<p>Modeling Software/Scenarios for Academic Chairs</p>	<p>SCC recommends that the Provost, Dr. Paul Sale, consider this issue. ITEM COMPLETE</p>
<p>Discussion Boards</p>	<p>SCC recommends exploration of the use of tools, such as Discussion Boards in Blackboard, to gather comments and information as part of a continuous improvement process. ITEM ADDED TO SCC 2008 WORK PLAN</p>
<p>Review of annual action plans/assessment reports by a team to be established.</p>	<p>SCC declined to address this issue at this time. TracDat™ software will make it easier to navigate through reports, easier to extract strategies into reports, etc. When we have stronger linkages from plans and assessment reports to budgeting, this will also focus more attention on communication around these documents. ITEM COMPLETE</p>
<p>Stewardship Calendar</p>	<p>SCC will continue to improve the integrated planning, budgeting, assessment and continuous improvement calendar using appropriate tools to enhance visualization. ITEM ADDED TO SCC 2008 WORK PLAN</p>
<p>Systems Thinking</p>	<p>SCC will refer consideration of offering systems thinking training, seminars, etc., to Executive Committee and/or President’s Council for consideration. ITEM COMPLETE</p>
<p>Involve Staff in Development of Student Learning Outcomes in their Areas</p>	<p>SCC will refer this idea to Dr. Ana Maria Rodriguez, Senior Vice Provost for Academic Affairs, for consideration. ITEM COMPLETE</p>
<p>Pool of Clerical Staff to Cover Sick Leave in Departments</p>	<p>SCC will refer this issue to EC for consideration. ITEM COMPLETE</p>
<p>Communicating Positive Accomplishments at UTPA</p>	<p>SCC supports the President’s initiative to use a “Bronc Brag Bag” through Bronc Notes to disseminate “good news” about UTPA faculty, staff and student accomplishments. ITEM COMPLETE</p>