

Stewardship Coordinating Council
April 2, 2008
Minutes
ITT International Room

Members Present: Anne Thaddeus, Arturo Ramos, Cynthia Brown, Debra Grant, Dora Saavedra, Edwin LeMaster, Faraon Torres, Gary Montgomery, Jane LeMaster, Jesus Tanguma, John Villarreal, Karla Barragan, LuAnn Gernentz, Rajiv Nambiar, Susan Griffith, Teofilo Ozuna, Thomas Grabowski, Yolanda Lopez, Yvette Padilla, George Bennack.

Members Absent: Al Borrego, Ana Maria Rodriguez, Beatrice Newman, Beverly Jones, Bruce Reed, Cathy Vale, Dahlia Guerra, Hector Ochoa, Jaime Curts, Juan C. Gonzalez, Karen Chandler, Kim Nguyen-Finn, Lisa Prieto, Leota Hull, Paul Sale, Peter Cortez, Richard Costello, Sandra Tijerina, Sonia Del Angel, Van Reidhead, Wendy Lawrence-Fowler.

The Stewardship Coordinating Council met on April 2, 2008, at 3:07 p.m., in the ITT International Room.

I. Call Meeting to Order

Jane LeMaster called the meeting to order.

II. Modeling Effective Meetings

Jane LeMaster began with mentioning that SCC had talked about utilizing the model for an effective meeting at their first meeting in September. This had not occurred with the previous meetings, but the agenda today models effective meetings.

III. Approval of Minutes

The minutes of the meeting of March 5, 2008, were approved with no changes.

IV. Continuous Improvement Projects

A. "Lean Teams: A Quality Tool"

Dr. Miguel Gonzalez was on the agenda to present on lean teams but was unable to attend the meeting. **RTA – May 2008**

Edwin LeMaster talked to George Reynolds from North of Bremen and they volunteered to send a group of their Lean Thinking Teams to train a group at the University on lean analysis and educational processes. Edwin LeMaster suggested that SCC could be the group to participate on two day trainings provided by their professional team.

Teofilo Ozuna suggested that the Center for Manufacturing would be another resource for lean teams and we could probably utilize them as well.

B. Pilot of Accelerated Improvement Process

Karla Barragan and Susan Griffith made a presentation to MOE stakeholders on the Accelerated Improvement Process. The stakeholders are interested in piloting the AIP to help them improve the MOE process. The pilot will be done in small pieces because it is too large and complex. The pilot will start with part-time/special assignment salaries and graduate assistants and then continue to the next phase of the process. Karla Barragan and Susan Griffith will set up a conference call with the facilitator at the University of Wisconsin-Madison.

ACTION: A conference call will be scheduled with the facilitator at the University of Wisconsin-Madison.

V. **SCC Meeting Attendance**

Jane LeMaster indicated a large number of members are not attending SCC meetings and asked what could be done differently to get more members to attend. Cynthia Brown said administrators travel schedules are very heavy and at many times are not available to attend meetings. A suggestion was made if the meetings are working and tasks are being accomplished, then attendance is not a big issue. SCC members will be encouraged to email any comments or suggestions if they cannot attend the meetings.

VI. **SCC Summer Schedule**

A proposal was presented to schedule SCC meetings through the summer and continue meeting at 3:00 p.m., in the ITT International Room. The majority of members indicated they will be available in the summer for meetings.

VII. **Open Space Meetings**

Susan Griffith asked SCC if they would like to pilot open space technology this summer. SCC members said they already have too many trainings and would be better to reconsider it at a later time. **RTA – April 2009.**

Anne Thaddeus introduced the idea of an open space technology meeting at the February 2009 retreat. Susan Griffith said it might be considered at the retreat.

VIII. Stewardship Process

The SCC Executive Team met late March and recommended to make the Integrated Calendar for Planning, Budgeting, Assessment and Continuous Improvement, more user friendly. Susan Griffith revised the calendar and pointed out that the new calendar has one calendar year and a step by step process of stewardship. SCC will be responsible to explain the calendar to their constituents.

SCC decided to keep the new calendar format for the stewardship and archive the “Integrated Calendar for Planning, Budgeting, Assessment and Continuous Improvement”. The new calendar (the “Draft Major Steps in Stewardship Process,”) will be updated as necessary.

OFF AGENDA DISCUSSIONS

Susan Griffith provided the Continuous Improvement Summary Report approved by Executive Committee in March. The report includes continuous improvement items submitted by all the divisions. The report will be posted on the Institutional Effectiveness (IE) webpage. Susan Griffith will email the report to SCC members.

ACTION: Susan Griffith will email the Continuous Improvement Summary Report to SCC members.

Susan Griffith asked SCC if they would be interested in purchasing the site license for Academic Impressions – Assessment Web Conference. After discussion, SCC decided that UTPA has many people with assessment backgrounds and the license would not be beneficial.

Dora Saavedra suggested that we could get more members to attend meetings if we had focus groups for problem solving issues. Her idea was to have three meetings in the summer. The first meeting to identify the issues, the second meeting to attack the issues, and the third meeting to discuss outcomes.

Another suggestion was to have one open space meeting without the open space technology .

Edwin LeMaster brought up another idea of having a suggestions/ comments box placed at centralized location on campus for ways to improve the University. SCC recommended the library could be a good location for the suggestions/comments box. SCC members talked about different ways to get comments/suggestions from the campus community and decided that a virtual survey and a paper copy could be available. Susan Griffith indicated that OIRE could develop the virtual survey.

ACTION: OIRE will develop virtual survey.

Another suggestion by was a link on *BroncNotes* could also be posted.

Recommended questions to ask for comments/suggestions:

What is going well at UTPA?

What would you like to be improved at UTPA?

OIRE will collect and compile all comments/suggestions and provide a report to SCC for their review.

ACTION: OIRE will compile comments/suggestions and provide a report to SCC.

SCC Executive Team will meet to discuss the ideas of the comments/suggestions and bring the recommendations to SCC at the next meeting.

IX. Next Meeting

The next meeting was changed from its regular meeting day because the majority of the members would not be able to make the meeting. **The next SCC meeting is scheduled for May 14, 2008, at the ITT Executive Room.**

The meeting was adjourned at 4:20 p.m.