

**Stewardship Coordinating Council**  
**May 14, 2008**  
**Minutes**  
**ITT Executive Room**

**Members Present:** Ana Maria Rodriguez, Anne Thaddeus, Arturo Ramos, Beatrice Newman, Cathy Vale, Cynthia Brown, Rebekah Hamilton for Dahlia Guerra, Debra Grant, Dora Saavedra, Edwin LeMaster, Faraon Torres, George Bennack, Jane LeMaster, John R. Villarreal, Karen Chandler, Karla Barragan, Kim Nguyen-Finn, Lisa Prieto, LuAnn Gernentz, Rajiv Nambiar, Richard Costello, Sandra Tijerina, Susan Griffith, Teofilo Ozuna, Thomas Grabowski, Yvette Padilla.

**Members Absent:** Al Borrego, Beverly Jones, Bruce Reed, Gary Montgomery, Hector Ochoa, Jaime Curts, Jesus Tanguma, Juan C. Gonzalez, Leota Hull, Paul Sale, Peter Cortez, Sonia Del Angel, Van Reidhead, Wendy Lawrence-Fowler, Yolanda Lopez.

The Stewardship Coordinating Council met on May 14, 2008, at 3:03 p.m., in the ITT Executive Board Room.

**I. Call Meeting to Order/Approve Minutes**

Jane LeMaster called the meeting to order. Jane asked if there were any corrections to the April 2, 2008 minutes. No corrections were needed to the minutes.

**II. Continuous Improvement Projects**

**A. "Lean Thinking: A Quality Tool"**

Miguel Gonzalez provided a presentation on Lean Thinking. Lean Thinking is a quality tool available at the University to improve processes and cut down on unnecessary waste. Miguel Gonzalez said he has a group of students in the Lean Sigma Academy at the Rapid Response Center for Manufacturing available to facilitate the process during the summer and fall for any office/department. The students will guide you in the process but will not provide a solution.

**ACTION:** Miguel Gonzalez will email the presentation on Lean Thinking to Susan Griffith so her office can email the presentation to SCC members.

**B. Pilot of Accelerated Improvement Process**

Karla Barragan provided a brief update on the pilot for the MOE Accelerated Improvement Process. Team leaders from Human Resources and Academic Affairs had a conference call with the facilitator to update the charter and finalize the agenda for the first

meeting. The facilitator will be on campus on June 2, June 27, and July 14, 2008, to facilitate the process.

### C. "Improving UTPA" Pilot

Anne Thaddeus asked SCC members for ideas to identify processes to improve UTPA. The recommendation from the last SCC meeting was to develop an online survey, and suggestion boxes be placed at a centralized location for people preferring to complete a paper survey. SCC said people don't like to complete online surveys and would probably have a very low response rate, and suggestion boxes had not worked well in the past.

After some discussion, SCC members decided each member would email Lydia Flores 3-5 ideas to improve UTPA. The deadline to submit ideas to Lydia is the first week of June. A few examples of sources could be the Survey for Organizational Excellence, SLO Reports, the *Compact*, Action Plans, Assessment Reports, Continuous Improvement Summary Reports, comments from the February Retreat, colleagues, and co-workers.

**ACTION:** SCC members will email 3-5 ideas to improve UTPA to Lydia Flores by the first week in June.

John Villarreal suggested Miguel Gonzalez be included in the SCC committee because of his expertise with continuous improvement. Susan Griffith will recommend he be added as a resource person.

### III. 2008-2009 Retreat Date(s) and Format

Cathy Vale asked for suggestions for the 2008-2009 retreat dates. The majority of the members indicated previous retreats had been too long and should consider a half day retreat in spring and another in the fall. Ana Maria Rodriguez recommended a purpose be identified at the retreats to get more participants engaged. Another suggestion was to have a retreat for administrative, and another one for the academics.

**ACTION:** Susan will check President Cardenas's schedule for fall and spring retreats.

Other ideas to continue or add to upcoming retreats were: continue the mixture of participants at tables; train SCC members on how to deal with difficult people; and train recorders on note taking.

### IV. Upcoming Stewardship Activity Dates

Susan Griffith provided an update and reviewed the calendar on the upcoming stewardship activity dates. Ana Maria Rodriguez asked whether the calendar could be adjusted to change the date SLO reports

are submitted to the College Assessment Coordinators. Susan Griffith said the stewardship activity calendar could be changed and any changes should be sent to her.

## **OFF AGENDA DISCUSSIONS**

### ***Compact***

Susan Griffith reviewed the survey responses for the *Compact* and compared the responses for 2007 and 2008. For 2008, a total of 1,742 surveys were emailed to full time faculty and staff. The total number of responded were 431 which was a decline of 2% from last year's *Compact* survey. SCC suggested we need to do a better job in communicating the *Compact* to constituents to improve our survey responses.

After reviewing the percentage of positive responses of the online survey, it was determined the responses were very low and there might be an error on the calculations for the positive percentages. Susan Griffith's office will recalculate the numbers.

**ACTION:** OIRE will recalculate the percentages of responses.

Susan Griffith asked SCC for any improvements to the *Compact*. She made recommended changes to the *Compact* that were sent to her previously by Executive Council. SCC discussed if the 97.4% goal for increasing the course completion rate by 2015 was attainable. Ana Maria Rodriguez said 2015 was a reasonable date to reach this goal and should include this in the *Compact*. Another change was to include graduates "at all levels" to make it clear priority 5 includes both undergraduate and graduate students.

The revised changes to the *Compact* will be sent to Executive Council for review and approval then will be sent to UT-System by the June 1<sup>st</sup> deadline.

### **V. Next Meeting**

SCC discussed the meetings dates for the summer. The summer meetings will be scheduled for June 11, July 9, and August 6, 2008. **The next SCC meeting is on June 11, 2008, at 3:00 p.m., in the ITT International Room.**

Being no further business to discuss, the meeting was adjourned at 5:02 p.m.