

Minutes, Q&P Conference Call 9-10 AM EST, February 28, 1997

Roll call:

1. L. Hare
2. J. Voelkel
3. T. Boardman
4. C. Morgan
5. E. Boardman
6. S. Devlin
7. E. Lagergren
8. R. Hoerl
9. I. Sande
10. W. Letsinger
11. G. Vining
12. P. Donnelly
13. S. Schiller

V. Czitrom and R. Leon sent their regrets

Action Items from Conference Call

Previous action items, still incomplete, with comments

36. L. Hare Send a report on "moderated discussions" via E-mail when results are gotten.
** so far, little luck doing this through NIST. R. Leon suggested that he will be able to do so at some point with his server.
*** 36 OK. part of SPES plan
**** Still experimenting with it. (9/96)
***** Still experimenting with it. (12/96). Had some poor links, believes they have been fixed. Problem: need more people to put in discussion items. Also needs more publicity, Lynn will put ad in AmStat News and on our Web page.
***** On Web page, on incoming chair's message, has given a plug for discussion group. Response is underwhelming. Plans to leave it there, but One on Data Mining, and the other on Handling Non-numerical data sets (e.g. Affinity maps, graphs,...). Will put ad in Web page.
43. T. Boardman Check about ASQC linking to Q&P, and offer recommendations.

** done. But no response yet. 2nd request out, no response from Webmaster.
*** Have now gotten a response, and are moving on this (R. Hoerl, 6/14)
**** T. Boardman. Thought it was done, but apparently not. (link from SPES also?)
**** T. Boardman. Still not there. He'll keep on it (9/96)
***** T. Boardman will ask again, and again, and again, ... (12/96)
***** T. Boardman. They still have not done it, even though he has spoken with Webmaster several times. JOV will call Mark Kiel.

63. J. Voelkel (and T. Boardman). Talk with SD to see if we can publish some of their articles in Q&P newsletter.
* Janice Shade, SD Newsletter editor, has just been called.
** (J. Shade phone call after the conference call) -- Newsletter copyrighted, but usually not the article. J. Voelkel will work with her on this -- she will contact author for permission, and if OK send me the article in Word 6.0 format.
*** Joe V. and Tom B. will work together on this. (12/96)
**** LH. Last issue – nice article by Snee. Would like to publish this. Tom will ask for permission from editor of SPES/Q&P, Janet Buckingham 210-522-2407, then NYNEX from Ron Snee 212-395-3956.
71. R. Hoerl and I. Sande. Contact Marie Argana re adding Q&P brochures in mailing packet of new members of ASA
* Have contacted her. She will bring up at ASA meeting, and said will get back to Roger.
** Roger will call her (12/96).
*** Roger called her, but has not gotten a response. He will call Ray Waller directly.
92. R. Hoerl. Will see how to make our role more proactive in 1998 MSMESB, such as choosing a speaker. And see item #73.
* Roger. We would like to have more influence, rather than just a name and a contribution. He will contact D. Lin about this, and then decide who will take that responsibility.
95. J. Voelkel. Send hard copy of operating manual to S. Devlin.
* Will send again, to new address.

New action items

(These also include action items from above when the responsibility has shifted to another person.)

98. E. Boardman and G. Vining
Bring up at Council of Sections who will take responsibility for ASA-wide advertising of discussion This is in regard to CoS promoting the various discussion groups that

are currently under way. Eileen will send this off as a discussion topic to Piegorsch suggesting that ASA homepage is good place to do this.

99. J. Voelkel.

Call up Stat Division for item 43. We are still not linked to ASQC's Home Page.
Contact Mark Kiel Webmaster for Stat Division, 708 841 8383 x 2164.

100.J. Voelkel

Fax treasurer's response (report?) to Sue Devlin 908 424 2495

101.J. Voelkel

Send email to T. Boardman about the plan that Janice Shade (Stat Division Newsletter Editor) proposed for the Q&P Section, to use Stat Division articles as a minipaper.

102.L. Hare

Call T. Boardman to establish a committee to review minipaper submission.

103.C. Morgan

Put article in AmStat News and Q&P Newsletter for creating a Q&P link of people involved in other organizations.

104.L. Hare

Write Tactical Plan for statistical thinking.

105.I. Sande, T. Boardman, C. Morgan, L. Hare.

Write status summaries, send to Pat for newsletter.

106.E. Boardman

Send me E-mail about votes and rationale behind it, first contacting ASA for more information. There were two items from Piegorsch which Eileen feels should be send on to the executive committee These appear in Appendix A below and were sent in after the conference call.

107.R. Hoerl, J. Voelkel, R. Leon.

Decide on frequency and time of OM updates

108.Executive Committee: L. Hare, V. Czitrom, J. Voelkel, S. Devlin, E. Boardman, G.

Vining, T. Crosby, E. Lagergren, P. DeFeo, S. Schiller, R. Hoerl

See Action item 106 and respond to each other and Eileen on it.

Agenda For February 28, 1997 Q&P Conference Call:

>9:00 - 9:05 Roll Call

>9:05 - 9:10 Review and Upgrade Agenda

>9:10 - 9:40 Review "To-Do's" from 12/19/96 Call

>9:40 - 9:55 Review Status of 1997 Priority Projects

- > - Membership (Innis)
- > - Communications (Tom)
- > - Education (Carolyn)
- > - Statistical Thinking (Lynne)

>9:55 - 10:55 Updates from Committee Chairs (approx. 5 min. each, please)

- > - Membership (Innis)
- > - Treasury (Susan)
- > - Operating Manual (Roger)
- > - 1997 JSM Program (Teri)
- > - 1997 Continuing Education (Bill)
- > - 1997 Research Conference (Jeff)
- > - Publications (Pat DeFeo, excused but please email status)
- > - Newsletter (Pat Donnelly)
- > - Program Chair-Elect (Eric)
- > - Council of Sections (Eileen, Geoff)
- > - Committee to Nominate Fellows (Carolyn)
- > - Nominations (Veronica)

>10:55 - 11:00 Schedule next call (Please have calendars ready)

- > Possibilities: April 25, 28, 29, 30

New Items

Item	Description	Responsibility
1	<i>Update on action items of 12/19/96 conf. call</i>	<i>All</i>

Only completed action items are listed here. On-going and new items are listed

above.

31. R. Hoerl (re action item 21: T. Boardman. Send note to Lynne/Roger about home page (missing buttons...)) Contact people who have not responded to Tom's requests.
** We still need SPES permission to put the joint newsletter on the Web. R. Hoerl will contact SPES again to verify this is OK, and then contact R. Leon to contact J. Buckingham.
*** Has been taken of (R. Hoerl, 6/14/96)
*** T. Boardman -- still need to get SPES permission. He will be at SPES meeting (8/5?) and see if this was done. (additional action item, 64).
**** T. Boardman has still not heard from SPES, but believes it's OK. R. Hoerl will write Karen Jensen at SPES to that Q&P understands it's OK to put newsletter on the Web unless we hear from her by a certain date-- action item 76.
***** Still no response from Janet. Ramon will contact her (action item 90)
***** Complete. Hoerl: has been taken care of.
47. L. Hare As chair-elect, get stationery next year with web address, and write this into chair-elect's job in the operating manual.
* not done
** not done (9/96)
*** not done (12/96)
**** done (2/97). He will send to JOV.
54. V. Czitrom Send the portion of the Q&P Research Conference manual on budget information, and on conference organizers, to S. Devlin.
* done, but not received. To be sent again.
** V. Czitrom sent some material, but now will also send last year's budget (9/96).
*** V. C. will send her info (12/96). And see #55.
**** done. See #55.
55. S. Devlin Contact appropriate Q&P Research Conference organizers to handle budget issues and responsibilities (per item 6 of these minutes).
* still waiting for budget information, so not done yet
** (blend in with item 54) (9/96)
*** will do soon. VC will send her info (12/96)
**** done. But see new action item.
77. R. Hoerl Create a process and put it into the Chair-Elects'

(Nomination Committee Chair) job description, so that after names of newly elected officers appear in Amstat news, information about them can be put on the home page

* to be done in next version of operating manual.

** Done. Roger will take care of it.

86. I. Sande Write up a short note of what services we offer, without monetary details.

* not yet done

** Done. Written and sent to AmStat News.

88. All Send feedback on Web forum to Joan Rosenblatt via the Web forum page (<http://www.nist.gov/hypernews/sed/get/formul1.html>).

* OK. Only Innis has so far responded.

** “done”

89. J. Voelkel and R. Leon. Create a process for transferring ongoing member updates on the Home Page to yearly updates to the operating manual. See action item #25.

* Done. Also, JOV has added this—Officers’ Page Web Editor—to the Secretary’s responsibilities

90. R. Leon. See action item #31.

* Done. Roger has taken care of.

91. R Hoerl. Remind P. Donnelly to include a regular sidebar in the newsletter to remind people how to get to the web. See item #39.

* Done. (Will be done, by P. Donnelly.)

93. R. Leon. If he can’t locate disk with operating manual that J. Voelkel sent, ask Joe to send another one.

* Done.

94. L. Hare. Write a summary of how tactical plans link together.

* Did so in incoming Chair’s message on homepage. Also in newsletter.

96. R. Hoerl. Submit budget sent via fax from S. Devlin to ASA.

* Done.

97. I. Sande Send a file of current members to VC, for help in nominating committee.

* Done.

Item	Description	Responsibility
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2	<i>Review Status of 1997 Priority Projects</i>	
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Membership Satisfaction (Innis)

- Membership survey done, still need to summarize. It is up on the Web. What we do with dues has been submitted to AmStat News.
- Short article in latest newsletter about August discussion group -- got two responses to that. Will publish these in newsletter..
- No work yet done on putting controversial articles in the newsletter

Communication (Tom)

- All Items are either dealt with or ongoing. Web page has new formatting .
- Tom has been working on minipapers, and will look at publishing. He will discuss with Lynne for process to decide what to publish.

Education (Carolyn)

- Of their five action items, all are moving along but one – “Joint development with technical experts in other disciplines to provide short courses, presentations, etc. at professional meetings of other organizations.” Pat DeFeo was unfortunately not able to help here. Are making progress on other four.

Statistical Thinking (Lynne)

- Change in this Tactical Plan. Gave up on Emerging Technologies.
- Doing an all-day conference with 3M. This year’s topic is statistical thinking. He will look for volunteers here.
- Also in planning stages for Rocky Mountain section in June, half-day course on statistical thinking. Needs to have more conversations with Ray Waller on this. He will write up Tactical Plan for this.

Item	Description	Responsibility
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Updates From Committee Chairs.

Membership (I. Sande)

Nothing else to report on.

Treasury (S. Devlin)

As of mid-January, have incorrect information as of September. Will try to get it resolved. Will not have end of year information until at least March. New Director of Finance at ASA seems to be doing good things. But Susan still has no level of detail

Operating Manual (R. Hoerl)

Original thought was to make these updates more continuous, but has second thoughts due to Ramon.

JOV, Ramon, and Roger will discuss the updating process. Lynne would like to see twice/year. Susan would also like to see updates twice/year, and if once/year would like to consider a later update -- as Treasurer, she felt she did not have enough information in the first year to make a useful update to her job description.

1997 JSM Program (T. Crosby)

Teri was not available for the call. She sent the following information via E-mail.

We have 4 Invited sessions all scheduled and ready to go. They are scheduled for Monday 10:30, Wednesday at 8:30 and 2:00 and Thursday 10:30. Please do not schedule any executive committee meetings during these time slots.

We have 8 contributed sessions comprised of 48 Q&P papers. Two are Experimental Design, 1 on Control charting, 1 on process capability, 1 on interval estimation, 1 on multivariate issues, 1 on reliability and variability, and 1 special contributed session on batch monitoring.

The program is complete besides minor tweaking by ASA. It has turned into a much bigger program than ASA had initially forecasted. Q&P actually has MORE participation than in Chicago!!

Hotel registration was in our last AmStat news. Suggest everyone send in the

form ASAP.

1997 Continuing Education (W. Letsinger)

There are five courses/workshops

1. One-day course, "Designs and Models for Experiments with Mixtures," by J. Cornell and Greg Piepel
2. One-half day course, "Analytical Tools for Assessing and Using Customer Satisfaction Surveys," by S. Devlin
3. One-half day workshop, "How to Create a Course Homepage that Makes Classroom Instruction More Effective," by Ramon Leon
4. One-day workshop, "Creative Methods for Teaching and Explaining Statistics and Quality," by C. Wetzstein and S. Fronheiser
5. One-half day course, "Statistical Models for the Reliability of Repairable Systems," by Steve Rigdon

1997 Quality and Productivity Research Conference (J. Hooper)

Eric Lagergren reports that things are moving smoothly. (Orlando) (It will be held in Orlando, May 12-14).

Newsletter (P. Donnelly)

Pat has not heard from anyone. Needs things by mid April.

Publications (P. DeFeo)

By E-mail, Pat reported to Lynne that was basically not much to report on except to continue to ask people to submit any timely Q&P news items to me for the AmStat News.

Since the conference call, Pat sent this E-mail note to J. Voelkel. "One subject that I would like to report on is that I have agreed to the pre-publication price of \$20 for the 1996 proceedings. However, I have asked the ASA office to investigate with the printer if we can reduce our print run from the ASA recommended minimum of 500 to 400. I do not believe we will have a supply problem and hopefully we can save some money. If anyone has strong opinions concerning the proceedings, please contact me."

Program Chair-Elect (E. Lagergren)

Eric has organized 6 round-table luncheons. Listed on home page. Will send to Pat DeFeo and Pat Donnelly. Plans beginning for 1998 Conference. Theme "Statistics -- a Guide to Policy."

**Council of Sections Activities
(J. Hess, E. Boardman, G. Vining)**

(Eileen) Walt Piegorsch is our Section Liaison. There has been a discussion on the number of contributed papers that can be presented. Now can only contribute one. Eileen or Geoff will E-mail this out to us..

Committee to Nominate Fellows (C. Morgan)

Spoke with person submitting Q&P nomination. Nomination has been submitted to the committee.

Nominations (V. Czitrom)

Nothing to report. Roger et al. instituted the process -- if OK, will request change in OM. Roger will discuss with Veronica

Item	Description	Responsibility
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4	<i>Schedule Next Call</i>	<i>L. Hare</i>
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The next call will be held Wednesday April 30, from 3-4 PM EDT.

Item	Description	Responsibility
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6	<i>Other Remarks</i>	
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The Deming Lecturer this year is Kano. GM contributed \$40,000 toward this end. ASA is hoping for \$75-80K for video recording and distribution and for speaker to speak elsewhere.

Appendix A. Council of Section Items

These are the two items from Piegorsch which Eileen feels should be send on the executive committee. These are listed below as items 5 and 6.

5. We have been asked to check with the sections to see how/if they are satisfied with the general allocation of invited and contributed sessions at the JSM. This input will be coordinated by the CoSGB and brought to the ASA Board of Directors for consideration. In particular:
 - (a) Should the number of (total) invited sessions be increased? This requires a renegotiating of the contract ASA shares with the other sponsors, and it done about every 5 years. Keep in mind that any increases we move to make with our own sections will probably be met with strong requests from the co-sponsors for more as well, and that we already run a VERY big meeting. Nonetheless, if your section feels we need more invited sessions, we need to know about it.
 - (b) Should the current policy of “open” Contributed papers (i.e. any ASA member may contribute one -- and only one -- paper or poster at the JSM) be continued? Any changes here will required much more staff/volunteer time to coordinate restricted contributions, but this would act to down-size the JSM somewhat. In a related issue: the policy implicitly allows an Invited Presenter to also give a separate Contributed paper (i.e. give two papers at the same meeting). Should this sub-policy be allowed to continue? A note of caution: We realize that almost everyone can find something at fault with the current allocations at the JSM (it serves MANY masters) so please try to make constructive judgments about your section’s position.

6. The ASA is now in the process of revising its constitution. We have been asked to bring the following 3 questions to your attention, for you to (i) answer directly as individual members, and (ii) to bring to your sections for section input/replies. Address all replies BY AUGUST 1997 to the ASA Constitution Cmte. Chair: John McKenzie <mckenzie@babson.edu>, 617-239-4479:
 - I. Should the President-elect position be changed to two president-elect positions? (We read this to mean: should an additional year be added to the term of an elected ASA president for additional acclimation, so that s/he serves 4 years as, say, President-elect-elect/President-elect/President/Past-President?)
 - II. Should the Executive Director be a non-voting ember of the Board of Directors? (Currently, he is by design the Board’s Secretary, which would not change, and therefore also votes at all Board functions.)
 - III. Should Canadians be eligible for nomination as International Representative? (We believe at present they are not.)

Please respond to any or all of these as you and your sections wish.