

Minutes of the Q&P Executive Committee Meeting on March 7, 2002 from 3:00-5:00 PM (EST)

Attendees (in alphabetical order)

Rick Carlson, Fred Faltin, Will Guthrie, Jeff Hooper, Norma Hubele, Eric Lagergren, Angie Patterson, Tim Robinson, Lonnie Vance, Steve Zayac

Agenda

Updates on

1. Section email list status - Fred et al.
2. BB BoK/chat(s) with Bill Hill et al. on the use of "Six Sigma"-Angie
3. Revised operating manual - Geoff
4. QPRC status and update - Jeff H. (deferred to 4:00 EST)
5. 2002 JSM course update - Tim/Steve/Fred
6. Should we plan to pursue:
 - a. Regional "virtual network" for Q&P members
 - b. Listing of existing quality-related ASA tapes to put list on Q&P web page
 - c. Q&P booth/brochure/whatever at QRPC and after
 - d. Contact Stat Division members about Q&P membership
 - e. Different ideas on departmental rankings to discuss with the Executive Director of ASA.

New Business

1. ASA and Six Sigma: What should ASA be doing? What is Q&P's role?
2. Set up Strategic Plan review teleconference

Officers' Reports

Updates

1. Section email list status - Fred et al.

After recently trying to email members about the QPRC, Fred reported that the email list is not working well. Eric confirmed, saying Tom Devlin has a listserv, but told Eric that we need to give him a list. The Committee has always wanted ASA to take care of that, however. There are ASA membership reports that include email lists, but they are not in the listserv format. Fred reported that he had sent those membership lists to Doug Montgomery, who is having the lists put in the listserv format. Doug will then give the listserv list to ASA, as well as using it for the QPRC. The hope is that this might make the ASA listserv usable. Will suggested asking ASA to allow users to add or delete themselves automatically.

2. BB BoK/chat(s) with Bill Hill et al. on the use of "Six Sigma" - Angie

Angie reported that she is still planning to leverage her work for Virginia Tech using Roger Hoerl's outline from JQT. This will be ready in May, and then she will be filling in the content. She also reported that she had not yet spoken with Bill Hill on the legality of the use of the term "Six Sigma." However, the Committee thought that should be no problem. Fred asked when it would be appropriate to put this on the web. Angie said she thought the outline itself would not be that useful, that links or references would be better. Fred, on the other hand, suggested putting the outline up right away. Angie agreed putting the outline out by the end of May would be ok, if Ramon could construct the necessary web pages by then. Fred said this could then be announced then at QPRC. Fred also asked if ASA had offered any help. Angie said she had asked ASA about that, but had not heard anything back. Fred suggested Bill Parr might be willing to help. Angie thought that was a good idea, but reminded the Committee that it was important to be aware of overlap with the ASQ Six Sigma Forum. Angie said she wanted to make sure we are adding unique value to the information available on Six Sigma. Eric suggested that our value-added was in our judicious choice of links.

3. Revised operating manual – Geoff

Geoff reported that the major changes in the revision of the operating manual were updated descriptions of officer's duties. Fred asked if there was any formal process for updating the document, or if it could be updated at any time. It was agreed that it could be changed as often as needed. Fred said that he had told new candidates that membership and publicity would now be part of Publications Officer's duties. As Past-Chair, Eric will now be responsible for updates to the Operating Manual.

4. QPRC status and update - Jeff H. (deferred to 4:00 EST)

Jeff reported that the Mary Natrella Scholarship Program is at risk. Veronica is in Singapore and she doesn't think she is going to be able to handle it this year. Jeff wondered who else we could find to lead this process. QPRC can offer the Scholarships from a financial point of view, but someone has to coordinate the rest of the process. Fred asked if Jeff or Veronica could send an email to the Committee with details about what is involved in coordinating the scholarship process. It was agreed that this could probably be done, but that we would need Veronica to stay involved as an advisor. Jeff also said he would contact Doug to see if someone at ASU could coordinate this. Fred suggested a fast process, notifying people that they've won about 23 days before the conference starts so they can get good airfares. It was agreed that if a coordinator can't be found soon, then we would not be able to award Scholarships this year. Because the conference fund is healthy, it should be possible to provide local scholarships to the QPRC this year in addition to the Mary Natrella Scholarships, assuming the awards process can be brought under control. Jeff suggested that the Executive Committee have a more formalized process and more oversight of this issue in the future. Eric pointed out that the process is detailed in the Operating Manual currently, but needs closer oversight. Jeff reported that the QPRC is in good shape financially this year. \$5000 from Honeywell has gone directly into a local Conference account. Honeywell agreed to give the money without a tax exemption. The tax situation of the account is trickier, however. One other piece of good news this year is that George Box's health has improved and he may actually be able to attend the Conference to be honored. The 2003 Conference will be sponsored by IBM (E. Yaschin), and Rutgers may be the academic sponsor. Planning for 2004 is well underway. Industrial sponsors may be SAS and/or Glaxo-Wellcome. The 2005 Conference will be at the Juran Center if possible. Jeff reported that the financial records for tax-exemption of the QPRC are

almost ready for submission to the IRS. As soon as the past conference budgets are finished, then the paperwork can be submitted.

5. 2002 JSM course update - Tim/Steve/Fred

See Officers' Reports, below.

6. Should we plan to pursue:

- a. Regional "virtual network" for Q&P members – discussion postponed
- b. Listing of existing quality-related ASA tapes to put list on Q&P web page – discussion postponed
- c. Q&P booth/brochure/whatever at QPRC and after

Fred asked how we could get someone to work with us on this before QPRC. Eric recalled we had an old brochure already, and we might be able to get a copy from ASA. Geoff thought it would be too out of date to be useful and Eric agreed. Angie suggested a very simple handout could be prepared. Fred agreed it was better to have something, rather than nothing. Fred suggested that Mark might be able to do that if we dropped the request for the monthly Amstat News contributions. It was agreed that Mark should try to develop a simple brochure based on brainstorming with Eric, Fred and Lonnie. Eric agreed to set up a meeting time for the brain-storming session. Fred agreed to print the brochures Mark developed and bring them to the conference. Lonnie suggested that a booth might be manned just a few hours during the whole conference and that the brochure should be in the registration packet. Will suggested that we point out that Section membership is free for the first year for ASA members. Geoff agreed to check whether there is a mailing list or email list for ASQ Stat Division so the brochure could be more widely distributed.

d. Contact Stat Division members about Q&P membership

See discussion listed under item c), above.

New Business

1. ASA and Six Sigma: What should ASA be doing? What is Q&P's role?

Angie reported that Bill Smith was recently at VT and that she heard from him that ASA is forming a Six Sigma SWAT Team. Angie said she would like to know more about that and that she had mentioned to Bill what Q&P has been thinking about. Roger Hoerl has also been asked whether ASA should get involved in Six Sigma. In response, Roger sent a note on this to ASA that was forwarded to the Section Chairs. Fred said he would respond with Committee feedback and also agreed to follow up with Bill Smith about ASA's vision. Fred suggested that ASA should not be doing Six Sigma training, since that is a commercial area. However, the other suggestions from GE were deemed useful. Fred wondered if there was still interest in this from the new ASA President (Miron Straf). Angie said that she thought that if ASA is forming a steering committee on Six Sigma, Q&P should be represented. Fred thought there was probably not going to be a steering committee on this topic because he hadn't heard anything about one forming. Eric suggested that Fred forward Roger's email to the Committee for comment. Lonnie wondered if it was difficult for ASA to decide on new directions like Six Sigma and whether or not Six Sigma would appeal to a large fraction of the ASA membership.

2. Set up Strategic Plan review teleconference

Fred proposed sending a list of comments and recommendations on the strategic plan by the end of the month and then having a teleconference at the end of May to get input. After that, we could have a draft to be finalized at the QPRC. It was agreed, this will be the main topic of the next teleconference.

3. Planning Meeting at QPRC

Discussion led to the conclusion that the meeting should be held Thursday night, right after the conference ends, with dinner to follow. We will have a teleconference as well.

Officers' Reports

Fred – Reported that a meeting with new Executive Director of ASA will be set up by end of month and asked for input prior to meeting. Eric and Fred also discussed abolishing the Membership Office as a separate role in the Section.

Will – Reported that he had been updating officer pages on the web (with Ramon), and asked everyone to check that their listing was correct.

Norma – Reported she has set up local account for QPRC for David Drain (Intel) and that we have not yet gotten tax exempt status (actually not yet submitted). As a result, we may have to use the ASA number this year, which Steve Porzio has tentatively agreed to. The budget looks good for QPRC local account because of a \$5000 donation from Bill Hill (Allied). That means we can have student scholarships etc. Fred asked about money lost at JSM on Continuing Education Courses. Norma reported she has an accounting of this and thought it was about \$700. Fred also asked whether we had enough money (about \$2000) for costs at JSM, which Norma agreed to check on.

Angie – Reported that Q&P will be sponsoring 3 invited sessions and 3 contributed sessions at the JSM and co-sponsoring several other sessions with SPES, Statistical Ed, and Statistical Consulting. Angie also reported that contributed participation is down this year. Fred asked if this was a trend or if there was some other reason. Angie thought more advertising might help.

Tim and Steve – Reported that courses submitted by Will Guthrie and Rich Evans, Bill Meeker and Luis Escobar, and Jeff Wu were accepted as Q&P-sponsored courses. A course submitted by Wayne Nelson was accepted without Section sponsorship. Tim reported that he has had trouble contacting the ASA Education office to check on the status of courses. Fred suggested going higher up the management tree.

Fred for Karen Copeland – Reported that she responded to a request for information from the COS Executive Board and reported we were interested in the development of core courses. She has not heard anything back since then from the COS Executive Board.

Fred for Doug Montgomery – Reported the new QPRC web site will be up soon and that the Conference is currently short on contributed papers. With this in mind, Doug encouraged Committee members to submit papers and requested that they talk up the contributed paper program.

New Action Items from this Meeting

1. (Angie and Ramon) Put outline of Six Sigma Body of Knowledge on the Q&P web site in time for announcement at QPRC, if possible.

2. (Jeff) Contact Doug Montgomery to see if there is someone at ASU who could serve as Mary Natrella Scholarship Chair this year, and contact Veronica to see if she can provide information on the process for awarding the Scholarships to the new Chair.
3. (Mark, Eric, Fred, Lonnie) Have a brain-storming session (to be set up by Eric) about what material should be included in a simple brochure for use at the QPRC.
4. (Mark) Develop a simple brochure for use at QPRC based on the input from Eric, Fred, and Lonnie.
5. (Fred) Print brochures for inclusion in the QPRC registration packets.
6. (Geoff) Contact ASQ Stat Section about (e)mailing the brochure to their members.
7. (Fred) Forward Roger Hoerl's suggestions about ASA's involvement in Six Sigma activities to the Executive Committee; send the Committee's feedback on Roger's suggestions to ASA.
8. (Fred) Distribute comments and recommendations on the update of the Q&P Strategic Plan to the Committee, gather feedback, and develop new draft of the Plan for discussion at the next regular teleconference.
9. (Fred) Meet with Bill Smith, the new Executive Director of ASA to discuss Q&P issues, including the Six Sigma activities.
10. (Fred) Contact Ron Fricker about the abolishment of the Membership Office.
11. (Norma) Confirm our budget status for our meetings and activities at the JSM.