

Minutes, Q&P Conference Call, 1-2 EST, March 20, 1996

Roll call:

- . Roger Hoerl
- . Joe Voelkel
- . V. Czitrom
- . Innis Sande
- . T. Boardman
- . E. Boardman
- . S. Devlin
- . R. Mee
- . P. Donnelly
- . R. Leon
- . L. Hare

Action Items from Conference Call

Previous items, still incomplete

24. I. Sande Check with ASA on status of member list being done with ASA. (ongoing debate on this. Innis will keep Q&P apprised.)
25. R. Mason (With Leon) Create a process for transferring ongoing member updates on the Home Page to yearly updates to the operating manual. This is ongoing.

New items

- . R Hoerl (re action item 17: Discuss setting up focus group room/audience in Chicago.) Will contact ASA to get this information now.
- . J. Voelkel E-mail out any tactical plans that have not yet been sent.
- . V. Czitrom E-mail job description for continuing ed. to Roger and Lynne
- . 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.
- . Hoerl Send an update on the SD project on statistical thinking to P. Donnelly for the Q&P Newsletter.
- . R. Mason Send information on the SD How-To Series into AmStat News in the next month.
- . V. Czitrom Send abstracts of the CE courses to T. Boardman, for the home page.
- . L. Hare Hold a separate conference call with R. Leon, T. Read, et al. to discuss what issue to consider in emerging technologies (e.g. Operating Manual on the home page.)
- . L. Hare Send a report on "moderate discussions" via E-mail when results are gotten.

- . L. Hare Consider organizing a break-out group at the upcoming JSM for web issues.
- . I. Sande Send updated web information to the newsletter
- . I. Sande See whether to include a regular sidebar in the newsletter to remind people how to get to the web
- . R. Hoerl Send out an early agenda for the 5/23 conference call.
- . R. Hoerl Send copy of Q&P brochure to T. Boardman and R. Leon [5/1/96, JOV: these have been sent out the Q&P officers and to R. Leon.]
- . R. Hoerl Bring brochures to SD booth at the AQC and to the Q&P Research conference
- . T. Boardman Check about ASQC linking to Q&P, and offer recommendations.
- . J. Voelkel Send out stationary to officers.
- . L. Hare Let ASA know that Q&P is using technologies well (home page, e-mail, and conference calls), by a letter to AmStat News.

New Items

Item	Description	Responsibility
1	Update on action items 8-27 of 1/23/96 conf. call	R. Hoerl
	8. Innis Sande. E-mail copy of Communications tactical plan to Joe Voelkel done	
	9. V. Czitrom E-mail copy of Continuing. Ed. tactical plan to Joe Voelkel done	
	10. Roger Hoerl E-mail copy of ASQC Stat Div. tactical plan to Joe Voelkel done	
	11. Lynne Hare E-mail copy of Emerging Tech's tactical plan to Joe Voelkel done	
	12. T. Boardman E-mail copy of home page procedures to Joe Voelkel done [RH - is this enough? Or is TB planning to do more? He wasn't clear on this]	
	13. R. Hoerl Discuss integ'n of Emerg. Tech TP with others, with Lynne done	
	14. Lynne Hare Discuss integ'n of Emerg. Tech TP with others, with Roger Has been having discussions with several people about this. Ongoing.	
	15. R. Hoerl Send T. Board. info on stat think'g, How To's from Stat Div stat'l thinking: done. How-To's: have been handled by R. Mason.	
	16. V. Czitrom Follow up with ASA on 4th course for continuing ed. 4th course will be offered.	
	17. Innis Sande Discuss setting up focus group room/audience in Chicago, with Hoerl & Mason	
	18. R. Hoerl See # 17.	
	19. B. Mason See # 17.	
	(17-19) R. Mason: a packet should come in May on the Q&P functions. Then w/make specific arrangements. R. Hoerl will contact ASA to get this information now (5/1/96. JOV: this has been done)	

Item	Description	Responsibility
2	ASQC Stat Division Tactical Plan. Status.	Roger Hoerl
	<p>"1. Share info on SD projects in Amstat News and the Q&P Newsletter and home page (along with pointers to Stat Division)."</p> <p>status: an article on this has been submitted to Amstat News. Still need to send an update on the SD project on statistical thinking to P. Donnelly for the Q&P Newsletter.</p> <p>"2. Provide Q&P with access to Stat Division's How-To Series of books. This information will be distributed as just described."</p> <p>A listing of the How To's, via R. Mason, is now on our home page. R. Mason will be getting this information into Amstat News in the next month.</p> <p>"3. Stat Division to identify research opportunities, to be disseminated to Q&P."</p> <p>status: Initial contact made. Still need to identify a person in SD to move this.</p> <p>4. Joe Voelkel is the official liaison between Q&P and the Stat Division.</p>	

Item	Description	Responsibility
3	Continuing Education Tactical Plan. Status	V. Czitrom
	<p>Nothing really new here. Four courses offered. (Plan is attached below.)</p> <p>R. Hoerl asked about other ideas on CE courses, from the Orlando meetings, specifically offering CE courses outside of ASA, and getting feedback from members. V. Czitrom replied that she is submitting a CE course for next year's Quality and Productivity Research Conference (in Orlando), and that this will be a good draw for people who can get to a conference easier when it includes a CE course. Also, feedback from members has been gotten from a membership survey and has been incorporated into the TP.</p>	

Item	Description	Responsibility
4	Emerging Technologies T.P. Status	L. Hare
	<p>Concern here to keep seeing where we are going with these technologies. What Q&P has done so far is consistent with its goals. (Some organizations go overboard.) But he is concerned with issues such as putting the Operating Manual on the Web, since this may be difficult to maintain when responsibility shifts from R. Leon. But Ramon says this is totally portable -- it can easily put into another server, via disk, in 15 minutes or so. L. Hare feels we still need to keep an eye on this. L. Hare will hold a separate conference call R. Leon, T. Read, et al. to discuss this. The use of moderated conversations on the web has been set back at bit, but Lynne will send a report via E-mail when results are gotten. Roger suggested that Lynne organize a break-out group at the upcoming JSM for web issues.</p>	

Item 5	Description Communications Tactical Plan. Status.	Responsibility Innis Sande
	<p>Innis would like a regular sidebar in the newsletter to remind people how to get to the web. Innis will also send updated web information to the newsletter, A general information piece on what kinds of information are available. One problem still to be solved are discussion groups, on the web. The issue here is who “owns” this responsibility</p>	
Item 6	Description Schedule next conference call.	Responsibility Roger Hoerl
	<p>The next call will be on. May 23 1:00-2:30 EDT. (5/1/96, JOV. This has since been rescheduled to June 12, 1-3 PM EDT.) This call is one of the "long calls" It will include a brief update on the status of each activity of Q&P.</p>	
Item 7	Description Miscellaneous topics	Responsibility
	<ul style="list-style-type: none"> . Ramon. It would be ideal to someday have the TP's, updated by each chair, on the web, so that what the chairs are doing are in the public eye. (The minutes are on the web, but there is no ownership for them.) For the home page to work as well as it can, there need to be this kind of accountability. . Ramon. It would be nice to let ASA know we are doing well in the technologies: home page, e-mail, and conference calls. We could send this information directly to Dave Sylwester, or perhaps an Amstat News article. Lynne suggested a letter to AmStat News. . Roger. We now have brochures, basically last years but with updated officer names. However, he hasn't been able to get ASA to commit to sending one out to every ASA member. 	
Item 8	Description Attachments	Responsibility J. Voelkel
	<ul style="list-style-type: none"> . The Boardman's note on use of the home page is attached . V. Czitrom's Continuing Education Tactical Plan is attached 	

Webpage Attachment (Boardmans)

Date: Tue, 23 Jan 1996 15:57:39 -0700

From: Thomas J. Boardman

Subject: webpage

The content of the Q&P Homepage is, of course, under development. After you visit the homepage send suggestions for improvements and additions to the web co-editors, Tom & Eileen Boardman at "boardman@lamar.colostate.edu". You can reach them from the homepage under "officers." The co-editors with assistance from the webmaster, Ramon Leon, and other members of the webteam will decide on content. Of course, we need the help and advice from the other officers of Q&P Section.

After we have some more experience with this process, we likely will make changes. Here's how you can send material to the editors:

Submission of materials for the Q&P Homepage should be emailed to Tom & Eileen Boardman. They would prefer attached files in MS Word 6 format, if possible. If not, just include the text in your email. Contact the Boardmans for details on submission if needed. They hope to include things other than text, so if you have a picture which might help, send that too.

Tom

Continuing Education Tactical Plan (Czitrom)

Date: Wed, 27 Mar 1996 10:08:37 -0500

From: Veronica Czitrom

Subject: Cont education tactical plans

1996 Tactical Plans for Continuing Education Courses

Quality and Productivity Section

American Statistical Association

I. Plan: Continuing Education

II. Team members: Veronica Czitrom (leader), Steve McGuire, Jim Hess (adjunct)

III. Objectives: Offer continuing education courses that are useful to Q&P's member's.

IV. Plans and Milestones:

Plan 1: Encourage topics appropriate to a broad audience, especially master's level courses.

Milestones: Plan is being implemented in the current choice of CE courses for the 1996 JSM.

Plan 2: Offer opportunities for courses outside the JSM.

Milestones: Veronica will bring up this possibility at the next Quality and Productivity Research Conference steering committee conference call.

Plan 3: Survey membership to understand the types of courses that they would find useful.

Milestones: The results of the survey of Q&P members Innis Sande performed at the end of 1994 indicate the following number of respondents interested in continuing education courses on various topics:

33 Quality related issues (TQM, QFD, etc.); several for quality in health & other services & non-manufacturing areas

30 DOE

19 SPC

9 Reliability

7 Practical, case studies

7 New information

7 Pedagogy

7 Multivariate

Many other assorted topics

The three most requested topics for CE courses were Quality, DOE, and SPC. In particular, I would strongly urge offering a course on quality topics for

health and other service industries.

The survey indicated interest in courses that introduce new methodology, and also in courses on standard topics.

Plan 4: Inform Q&P membership of commercially available short courses.

Milestones: The WWW home page will be an excellent forum for people to make comments on courses they've taken.

Plan 5: Work with the Continuing Education Advisory Committee (under ASA's Office of Education) and influence ACCE.

Milestones: We are currently doing so by giving Jim Hess input on the needs of Q&P's members.

Plan 6: Co-sponsor CE courses with other ASA sections.

Milestones: We will do so by co-sponsoring with the computing section the course "Regression Graphics", by Dennis Cook and Sandy Weisburg, for the 1996 JSM.