

## **Minutes of the Q&P Executive Committee Meeting on April 10, 2003**

### **Attendees (in alphabetical order)**

Fred Faltin, Will Guthrie, Jeff Hooper, Norma Hubele, Angie Patterson, Tim Robinson, Tom Ryan, Mark Vandeven, Lonnie Vance, Emmanuel Yashchin.

### **Agenda**

1. Status of QPRC – Yashchin
  - a. Mary Natrella Scholarships and QPRC Scholarships – Guthrie
  - b. IBM tour – conflict with Q & P Conf. Call – Yashchin
2. Update on JSM
  - a. General – Anderson-Cook
  - b. CE courses – Robinson
3. FTC Planning Meeting in Denver – Robinson
4. Esteban's desire to step down as Q & P Associate Editor of Newsletter – Vance
5. Request from Stu Hunter via Bob Mason about encouraging Q & P Section to lobby the Accreditation Board for Engineering and Technology (ABET) that statistics should be required in undergraduate engineering courses – Vance/Faltin
6. Publications/Amstat News - Vandeven
7. Q & P Website Enhancements – Stimely/Leon if on call, Vance
8. Master Black Belt Body of Knowledge status – Patterson
9. Treasurer's Report – Hubele
10. Secretary's Update – Guthrie
  - a. Note about qpec@nist.gov
  - b. Review items from previous meeting
11. Roundtable - All

### **1. Status of QPRC – Yashchin**

#### **a. Mary Natrella Scholarships and QPRC Scholarships – Guthrie**

Will reported that there were 7 nominees and that scholarship winners would be announced on Tuesday, April 15. The information about the winners will be sent to Emmanuel and others involved with the QPRC as soon as the information is available. Will also reported that Cheryl had asked if the Section or the QPRC could provide additional travel expenses. Norma reported that one scholarship would come from the Scholarship Fund and one from QPRC and that \$250 in travel expenses comes from the Section and from the QPRC. Because the Section and the QPRC adequate funds to increase the travel expenses, Norma proposed that we pay an additional \$150 per award in travel expenses. Norma also pointed out that we do not ask for receipts or anything, so the winners' travel expenses could be in excess of costs. Will suggested \$400 in travel costs be paid no questions asked, to keep things simple. Lonnie agreed. Tim asked if we could base the award on radius from conference location. It was agreed to do that basing the mileage on the driving directions from Mapquest. Travel expenses for winners living within 250 miles of the conference location would receive \$250 in travel expenses since they could reasonably drive to

the conference while those who live more than 250 miles from the would receive \$400 to help cover the expense of a flight.

**b. IBM tour – conflict with Q&P Conf. Call – Yashchin**

Emmanuel reported that things were all set for the conference and announced the address for the conference web site, including the program, abstracts, so those on the call could look at it. He talked about the visit to the Solution Center scheduled for Thursday evening and said he thought the members of the Executive committee would not want to miss that. The visit runs from 5:30-8:00, the same time we had our conference call last year. After discussion of different options for rescheduling the conference call, it was agreed we would try back-to-back lunch meetings with a conference call only on the second day. It was also agreed that we would also make a count of who would be attending the conference. Norma asked how many people were registered and Emmanuel said he wasn't keeping track of that, but Paul Tobias would know. Emmanuel did mention that the block of hotel rooms would soon be released. Lonnie asked people to email him about their conference attendance. (Note: since the teleconference, the call has been scheduled during lunch the first day of the conference.)

**2. Update on JSM**

**a. General – Anderson-Cook**

See discussion under CE courses.

**b. CE courses – Robinson**

Tim reported that Christine had sent an article to Amstat News about the program including the lunches. Lonnie asked about the lunches, about which he had not yet seen any information. Tim reported that there were 5 lunches, including one by Bruce Ankenman from INFORMS, as planned at our last meeting. He also reviewed the 3 invited and 6 contributed sessions. With regard to CE course this year, Tim reported that we would have only one. He said he had not received the blank CE course application this year to distribute to potential instructors and asked whether someone else might have received it. He said that by the time he knew when the application deadline was, it was only possible to get one submission prepared. Tim also asked if anyone had any suggestions for future courses, since we need to do more active recruiting. Fred pointed out that the courses can make, or lose, a lot of money, so we do need to plan them carefully. Fred also noted that Tim might not want to continue as CE Chairman next year, since he is the Program Chair for next year. Tim agreed that he would prefer not to do both jobs at the same time and offered to help anyone who took over as CE Chair. Fred asked if Steve had been active and Tim reported that he had not. Tim said he would email Steve and to see if he was interested in taking a more active role right now. Fred suggested that if we need someone to take over as CE Chair we could invite someone who was a candidate for an elected office but did not win. Lonnie asked if CE Chair had a particular term of office.

Tim said CE Chair is an appointed position with no definite term. With regard to our costs our costs at the JSM, Norma pointed out we spent about \$4100 last year and that the current balance of our joint account for the JSM is only about \$1000 right now. Lonnie said he and Bob Rodriguez had authorized the same types of costs for the meeting in San Francisco this year (about \$3400). Norma said she wasn't sure how we could transfer money between the accounts to cover these expenses but that she would check on that and would contact the SPES treasurer. Fred said he thought that the account would be credited with dues from joint members prior to the conference and that the dues should cover the refreshment costs. Lonnie said he would send Norma

**3. FTC Planning Meeting in Denver - Robinson**

Tim reported that the FTC meeting had been a couple of Fridays ago in Denver and that the program had been set at that meeting. Lonnie asked how the interaction between the FTC sponsors and Q&P had seemed. Tim said the FTC sponsors were very welcoming and that we would have an increasing role in the next few years. One thing discussed at the meeting was rotating the lead for the conference between the different sponsoring groups. It was felt that that would get everyone more involved. Fred said he was pleased to see Q&P listed as co-sponsors this year, even though we are not actual financial co-sponsors. Fred said he hoped that this meant we would be equal members and would be voted in when the charter was up for renewal. Tim said he thought that was the case and mentioned that we could impress the group if we could help them improve conference attendance via advertising. Joe Voelkel had written to Jeffery Luner that there was not much publicity. Fred said he did not see it on our web site and that it should be since we are being treated as sponsors. Tim said he would ask Ramon about that. Mark said we could put something in the June Amstat news about FTC. Tim reported that he had submitted something to the Newsletter and would give something to Mark for the Amstat News. Fred said we needed better coverage of other conferences on the web site as well. Will suggested that we elevate the FTC to a separate bullet on our web page like the QPRC. Tim agreed to ask Ramon about that. It was also agreed that the Section should actively solicit papers and CE courses for the FTC. Tim also mentioned that attending the FTC planning meetings could be financially onerous for the Program Chair-Elect

**4. Esteban Q&P to step down as Q&P Associate Editor of Newsletter**

Vance the Section would be willing to do that in the future, if needed.

Lonnie announced that he had gotten a note from Esteban saying that he would like to step down as Associate Newsletter Editor after the June issue because he has changed jobs. Lonnie said Pete Hovey had also recently reminded him that we need to provide a Senior Newsletter Editor for the next 3 year term starting in 2004. Lonnie also said we should keep in mind that it can be hard to get articles and we might want to address that. Fred suggested

that we think about asking someone to work on the December Newsletter as the Associate Editor and then ask them to become Senior Editor and recruit a new Associate Editor. Lonnie said that sounded good. Angie said she thought we needed to get someone very quickly so they could work with Esteban in June. Lonnie asked people to forward any suggestions for Editor they might have. Mark suggested that the Publications Officer might take over one of these roles. Lonnie agreed that would be worth considering. It was agreed to think about this and see if the combination would be good. Angie asked how much of the material in the Newsletter came from the officers that also work with the Publications officer. She suggested a small committee have a conference call with Esteban to get his insight, and then we can move forward and make the job easier. Angie and Mark agreed to follow up on this with

**5. Request from Stu Hunter via Bob Mason about encouraging Q&P to lobby the Accreditation Board for Engineering and Technology (ABET) that statistics should be required in undergraduate engineering courses – Vance/Faltin**

Lonnie explained that Stu Hunter wanted Q&P among other groups to lobby the ABET about making statistics a formal course requirement. Soren Bisgaard had been active in this in the past, but the requirement did not been implemented as recommended to the ABET. Lonnie reported to Bob that we would at least write a letter in support of the recommendation. Bob Rodriguez, the SPES Chair, agreed to join with us in that. Tom said he thought ABET did require a course in statistics, at least as interpreted by GA Tech. Norma reported that ASU actually interpreted the requirement differently in different departments. Lonnie asked we had anyone on the NRC board that makes the recommendations. Fred, Norma, and Tom all said they did not know of any statisticians on the NRC Committee and didn't have any other concrete information about ABET that might increase our impact on this issue. Norma said she would look into requirements for participating in ABET. Tom wondered how different universities have reacted to this. Lonnie said we might be able to contact our members who teach at engineering schools to see what they are doing but that he thought most universities did not have specialized courses. Norma said she would try to find out how many universities required a separate course and if not, why not. She will report this back to Lonnie.

**6. Publications/Amstat News – Vandeven**

Mark reported that things were working well with regard to Section coverage in Amstat News and that the new editorial calendar he, Eric, and others had developed was working very well. The addition of the June FTC item was the only new item that has come up that is not covered on the editorial calendar. Mark said he had planned to contact Statistics Departments to push Q&P, but had not done that yet. Mark asked Fred to send him the most current version of the Q&P brochure for this purpose. Fred agreed and said it would need updating of the officers names. Fred also suggested that Mark should add the Natrella Scholarship winners to the next Amstat article and that after May we

should add something about the success of the QPRC. Mark agreed these would be good additions to our existing coverage.

**7. Q & P Website Enhancements – Stimely/Leon if on call, Vance**

Lonnie reported that Gwen and Ramon had been in contact, but wasn't sure what decisions or accomplishments they had made yet. Fred said he had heard from Ramon that no concrete progress had yet been made. Jeff Hooper, who joined the call during this discussion, said that he had asked Ramon about this and heard the same. He had asked Ramon if UT would like to host the QPRC web site permanently. Fred said that part of the Q&P process to update the web site was to move it to the ASA server. Jeff agreed with that plan. Lonnie said that he would follow up on this. Norma reminded everyone that we need to make sure that the web contractors we hire are eligible to be paid by Steve

**8. Master Black Belt Body of Knowledge status – Patterson**

Lonnie asked Angie whether or not a journal had been identified for the 6 Sigma article the Section has planned. She said she had not done anything and didn't know of anyone else working on this either. Lonnie suggested we refresh our memories and follow up with this. Will agreed to send this information out to Lonnie and Angie.

**9. Treasurer's Report – Hubele**

Norma reported that the Section has a balance of about \$24,000 in its main account and that the QPRC has a balance of about \$95,000. (See the relevant sections of the Minutes for other budgetary details.)

**10. Secretary's Update – Guthrie**

Will asked how the [qpec@nist.gov](mailto:qpec@nist.gov) list-serv mailing list was working for everyone and mentioned that the reply is now to sender only. Will also reviewed the action items from previous meeting with the group:

1. (Cheryl) will make the changes to the policy and application agreed to by the Executive Committee and then hand the policies and application off to the MN Selection Committee, Ramon, and Emmanuel. **Done.**
2. (Norma) Explore options for cutting our costs for storage of old Proceedings and warehouse costs for discussion at the next meeting. **Done, able to reduce costs.**
3. (Norma) Transfer \$2000.00 to the MN endowment. **Done.**  
**Transferred \$3000 will transfer 1000 back.**
4. (Fred) Forward the Newsletter to the Q&P membership. **Done.**
5. (Eric) Follow up with ASA to find out whether we have to put the change in Officer's length of term to the membership. **Done.**
6. (Fred) Send INFORMS contact information to Tim so he can explore inviting someone from INFORMS to do a roundtable luncheon at the JSM. **Done.**
7. (Fred) Forward Tom Ryan's letter on lists of Q&P members eligible for Fellow nomination to Bill Smith. **Done.**

8. (Will) Forward contact information for Rich Evans to Norma. **To do.** (Note: This item was completed shortly after the meeting and won't be carried forward since it was a specific one-time task.)
9. (Norma) Send checks to the CE speakers who are eligible to receive them. **To do.** (Note: This item was completed shortly after the meeting and won't be carried forward since it was a specific one-time task.)
10. (Gwen) Follow up with Ramon and Jeff on ideas for jointly updating/creating the Q&P and QPRC web sites. **In process, but no progress to report yet.**
11. (Fred) Send a letter to Bill Smith about the need for ASA to support Section mailing lists, if possible. **Letter sent, but process still not working well.**
12. (Mark) Put a notice to members explaining the recent changes to Newsletter delivery and instructions on how to update their email addresses in the Amstat News. **Mark said he thought he had done this, but would repeat the notification in any case.**
13. (Emmanuel and Fred or Lonnie) Send QPRC Call for Papers to Q&P membership. **Done.**

#### **11. Roundtable – All**

Lonnie introduced Tom Ryan, the new Chair for Nominating Fellows. Tom brought up the fact that nominating fellows could cost a fair amount and should possibly be covered by the budget. Lonnie suggested that Tom submit an expense report and that those expenses should be able to be covered.

#### **Action Items from this Meeting**

1. (Lonnie, All) Email Lonnie telling him whether or not you will be attending the QPRC or will be able to join the conference call.
2. (Tim) Contact Steve Zayac to see how an active a role he wants to take as CE co-Chair next year.
3. (Norma) Check on the procedures for transferring money between the main Q&P account and the joint Q&P/SPES account and when dues will be paid into the joint account.
4. (Lonnie) Send Norma the exact amounts of our refreshment costs for the Meetings in San Francisco.
5. (Tim) Contact Ramon about adding the FTC as an item at the level of the QPRC to the web site and send the Newsletter article on the conference to Mark for Amstat News.
6. (Angie and Mark) Contact Esteban to discuss adding the Associate Newsletter Editor's job to the Publication Chairs responsibilities and anything else that can be done to make the editing the Newsletter easier.
7. (Norma) Look into requirements for participating in ABET and find out how different departments are currently interpreting the existing ABET statistics requirement.
8. (Fred) Send Mark the latest version of the Q&P brochure so he can update it and send it out to Statistics departments.

9. (Mark) Add Natrella Scholarship winners and the FTC to the Amstat News editorial calendar.
10. (Lonnie) Follow up with Ramon and Gwen on plans for updating the Q&P web site.
11. (Will) Send information from the minutes of past meetings on the 6 Sigma article to Lonnie and Angie.
12. (Mark) Repeat notice to members explaining the recent changes to Newsletter delivery and instructions on how to update their email addresses in the Amstat News.