

Minutes of the Q&P Strategic Planning Meeting on June 6, 2002

Attendees (in alphabetical order)

Christine Anderson-Cook, Fred Faltin, Will Guthrie, Jeff Hooper, Norma Hubele, Cheryl Jennings, Angela Patterson, Tim Robinson, Lonnie Vance, Mark Vandeven, Geoff Vining, Bill Woodall, Steve Zayac

Agenda

Updates on

1. New Q&P Officers
2. Mary Natrella Scholarship
 - a. Committee
 - b. Policies
3. MBB BoK
4. Meeting with Bill Smith

New Business

1. Door Prizes for JSM Mixer
2. New Ideas/Strategic Plan

Updates

1. New Q&P Officers

Lonnie introduced and welcomed the new officers elected in the recent election.

2. Mary Natrella Scholarship

a. Committee

See notes in discussion of Policies.

b. Policies

Fred started the discussion of Q&P's policies with regard to the Mary Natrella Scholarship by saying he was worried about students local to the QPRC not being eligible for these scholarships. As a result, he thought we should set a scope for the applicants. Fred suggested that we could limit the Scholarship to students in the U.S. Jeff pointed out that it is nice if the students receiving the MN Scholarship come to the QPRC, but that is not a requirement. Fred noted that if we all international applications, we must make it global, allowing people from any country to apply. Fred also reiterated the need to set the criteria explicitly. Jeff asked if there were any criteria already. Norma reported

that this year's Scholarship committee didn't know of any, but that they tried to emphasize Mary's good qualities using Joan's knowledge. Norma agreed about the need to set and publish application and award criteria. Norma said it would also be nice to let people know how many scholarships will be given. Christine said that for the Getrude Cox they use a clustering approach and give varying numbers of scholarships each year. Christine also said that there is a point system for the different criteria. Fred asked if it would be tractable to get this year's criteria written up so we could refine and use them. Norma agreed to lead that effort. The same committee as for the QPRC Scholarships (see below), with a NIST representative, will probably handle this. Fred then suggested that Veronica, who has chaired the Scholarship Committee for many years, should be a member of the Committee as available but that we not count on her to lead until she is back in the U.S. Jeff suggested she could be an advisor. Everyone agreed that NIST could chair the Scholarship Committee for the next few years. Norma said she thought it was not appropriate for the Q&P treasurer to be part of the Committee when Fred asked if she would like to be a member. It was suggested that the treasurer could also serve as an advisor to the MN Scholarship Committee. Fred also suggested that Q&P people should be on the committee. Fred suggested that that left two options, making MN committee part of someone's job, or to make it an appointed position. Christine suggested it should be a two-year appointment. Fred suggested that each chair should appoint someone to a two-year term. NIST could then also provide two people. NIST would chair. Everyone agreed about the MN committee and the Q&P sub-committee handling the other details. Fred then asked about the timing. Cheryl asked when QP abstracts were due? Jeff suggested it should be early and could be advertised at the JSM. It was agreed to send the applications to NIST by a fixed date. It was agreed the deadline needed to factor in the paper submission deadline. The MN money pays for one \$1000 award. The Q&P section pays a travel allowance for the Scholarship recipient to attend the QPRC, and QPRC pays for one additional award with travel expenses. Jeff asked how the Scholarship fund was and if we had lost any principle. Fred said he would find out about that.

c. QPRC Scholarships

Norma said she had been asked to handle the QPRC Scholarships this year by Doug Montgomery. This year there were seven applicants. There are not, however, any set number of scholarships and no set criteria for the QPRC Scholarships. This year, some people applied for both QPRC and MN Scholarships, which could be problematic in the future. Some Mary Natrella applicants did not apply for QPRC Scholarships and were left out, even though they may have been equally deserving as some QPRC Scholarship winners. This year QPRC Scholarship winners got \$200 plus free registration to the conference (if non-local) or free registration to conference and short course (local). Fred brought up the point that both scholarships need good, clear selection criteria so that it does not become a liability in the future. Different scholarship options were discussed. Christine brought up the idea that scholarship information would have to be finished early if a student were required to speak, or it would wreak havoc with the schedule for contributed talks. Cheryl said that attendance and speaking were two different goals. Geoff suggested \$200 for travel expenses might not be enough. Fred suggested that we could make an abstract part of the application. Christine said that might exclude some students. Jeff said that the original idea was to get a lot of students in, hence the small scholarships. Fred said he was comfortable with the \$200, since the conference moves around the country. Cheryl pointed out that the goals of the QPRC and Mary Natrella Scholarships are different. Norma suggested that the QPRC Scholarships should be a lottery. This would mean that even a first semester student could be included, as well as someone near graduation. She also suggested that students could be stratified. Fred asked if we have to set how many scholarships, and

of what size, we are going to give in advance. Jeff made the comment that another thing was to leave this up to the local committees. Fred and Norma disagreed with the idea of turning over the Scholarships to the local committees because each local committee is new. Fred said that he would like to give the local committee some freedom on the locally given scholarships, but that otherwise we need a set procedure. Norma suggested a sub-committee form to discuss this. Norma, Cheryl and Fred agreed to do this with feedback from Jeff as needed. Jeff asked whether QPRC and Q&P would share the expenses. Fred agreed that would be the starting place. It was suggested that the name "Scholarship" should be only be used if scholarly activity is emphasized. Christine noted the Getrude Cox award has a personal statement, which might be good for the QPRC Scholarships too.

3. MBB BoK

Angie reported that the course she is doing for VT is aimed more at Black Belts (BB's) than at Master Black Belts (MBB's). She contrasted the course with her vision of Q&P's web-based product, which she thought would have more links to resources rather than actual material. She also reported that Ramon, and others, have recently suggested that MBB material might be better for the Q&P's contribution to this area. Angie said if that is the case, then there would be a gap between what she is doing and what Q&P would need. She asked the group to settle which level would be best. Angie said that MBB material would require a larger sub-committee. Fred said his interpretation was that the feedback was for MBB level web pages, but that he had had only a few replies to his questions to people about this. One reason suggested for going to MBB material was that BB material has been made available by ASQ and in Roger Hoerl's paper on this topic. Fred said, though, that he did not really like some of the ASQ material, so that BB material could still be important, although MBB material would be more unique. Angie said that she and Roger thought the move to MBB resources was good. Fred reported that Ramon also would like to work with others on this. Angie said she would like to form a committee if the Executive Committee supported that. She also said she thought the MBB focus would require more leadership skills and more advanced stat skills. Bill suggested that we come up with further resources people could use following the BB outline of knowledge and topics. Fred said there are two questions about this project that have not been resolved to his satisfaction. First, why are we doing this, and second, can we do this in a useful time frame? He said he thought if we haven't done this by next year, someone else will have scooped us. Fred also reported, however, that he had a customer recently ask about where to get a brief description of the different flavors of Six-Sigma and that he didn't know where to get the relevant level of information for this customer. He took that as a suggestion that there is an audience for this project, but we haven't defined our customers or goals. Fred asked Angie if there was a more concrete plan. Angie said the initial idea for a BB Body of Knowledge (BoK) came up two years ago when ASQ was going to get into BB certification. Another organization asked Q&P for information that sparked the interest in the BoK. A small committee was formed to explore that opportunity, and they defined an audience: those who want to learn more, but work for a small company that can't afford a consultant. Other audiences would include people who want to hire BB's and academics that want to develop curricula. Mark asked who the audience for Angie's course would be and she replied Master's Students from different areas. Lonnie suggested that a new committee be formed to answer these questions and to develop that information for the tactical planning meeting. Fred suggested that a committee should be formed which would definitely need to report at the TPM. Angie agreed to be on the committee. Bill also agreed to participate. Steve also volunteered. It was

also agreed to ask Ramon if he would like to join the committee. Angie agreed to be in charge of the committee. The committee must identify the constituency, what would they need, and the time frame in which that would be useful (< 1 year).

4. Meeting with Bill Smith

Fred reported that he visited with Bill Smith about two months ago. Fred mentioned to him that we would like ASA and Q&P to take a more visible role in public affairs. Bill said that he could not do that, however, according to the laws of the ASA, only the President could. Fred also mentioned that Geoff was interested in the changes in accreditation and Bill was interested but resigned about the success of that. Bill and Fred left it that Q&P could try to get Miron Straf to send a letter to NRC on this topic. Fred also suggested that Q&P could draft a letter to U.S. News and World Report for Miron to send. Bill agreed. Fred said we could discuss this further at the JSM. Bill was very supportive about the electronic newsletter and got Fred and Ramon in touch with the Ryan Bell, the ASA web master. Ryan will be doing html newsletters for groups who wish to use those. Fred also reported that they discussed Six-Sigma. Bill was again supportive, but did not endorse any particular actions. Angie asked if he talked about ASA actions. Fred reported that Bill is substantially restructuring CE courses. He wants to have ASA more centrally involved in the promoting the courses, included courses on Six Sigma. Fred said that they discussed a couple of problems with this, and Fred agreed to talk to the JSM 2003 Program Chair to propose and arrange a plenary session on Six Sigma. Based on the feedback from that, we would then see if ASA wanted to develop a course. Fred pointed out to Bill that many people have courses already, and that one more course might not be useful. Bill also put Fred in touch with Megan Murphy about a special issue on careers in Amstat News. That will have a Six Sigma section and Fred agreed to have some Q&P people contribute. Fred arranged for some Black Belts to write about their careers for Q&P. The sectors include financial, non-financial, and others. Fred will write an introduction. Fred suggested to Mark that we should publicize this issue. Will asked about the email list. Fred said that Doug has a list, but he can't use it yet. By the JSM he will have it working. There are also cost estimates for our Q&P brochure now from ASA, thanks to Megan Kruse. We will try to have it ready for the FTC where we can advertise to non-ASA members. The same promotional material used at the QPRC will be used at the JSM. Norma suggested that we think about where we would get the biggest bang for our advertising buck outside ASA, and maybe even within ASA. Fred suggested we could email the one page Q&P description to all ASA members or at least to SPES members who are not in Q&P.

New Business

1. Door Prizes for JSM Mixer

Lonnie mentioned that we all needed to beat the bushes for door prizes for the SPES/QP mixer. Lonnie said he would send out a request for door prizes to Q&P members and talk to the SPES chair as well.

2. New Ideas/Strategic Plan

Lonnie reported that it is time to review and update our strategic plan. Lonnie said he would distribute that list to everyone and solicit input from the Committee.

3. Bill announced that Fred was named ASA Fellow this year.
4. Lonnie also reported that we have had discussions about Q&P being involved in the FTC program. Christine reported that the Program-Chair elect will now have that as a formal responsibility. Fred said he would get the date of the upcoming program meeting for Tim.

New Action Items from this Meeting

1. (Norma, with Cheryl, Fred, Jeff as needed, and a NIST representative) Lead the effort to document the criteria used to award the Mary Natrella Scholarships this year.
2. (Fred) Report on the investment of the Mary Natrella Scholarship Fund.
3. (Norma, with Cheryl, Fred, Jeff as needed) Draft criteria for awarding QPRC Scholarships.
4. (Angie, with Bill, Steve, and Ramon?) Form a new Committee to develop a proposal for BB/MBB resources project to be sponsored by Q&P. Report at the Tactical Planning Meeting. The Committee must identify the constituency for the BB/MBB project, what would they need, and the time frame in which that would be useful (< 1 year).