

Minutes of the Q&P Executive Committee Conference Call on June 27, 2001 from 1:00-3:00 PM (EDT)

Attendees (in alphabetical order)

Tom Boardman, LeRoy Franklin, Will Guthrie, Jeff Hooper, Eric Lagergren, Tim Robinson, Lonnie Vance, Geoff Vining, Steve Zayac

Agenda

5 Check-in – Eric

5 Introduce New Officers - Eric

60 Review of Action Items – Secretary

Ongoing Action Items

3. (F. Faltin) Set up a conference call for end of February to discuss the Q&P sections role in the new quality landscape proposed by ASQ.
4. (All) Send Fred suggestions on how the Q&P section should respond to the new quality landscape proposed by ASQ.
5. (C. Jennings) Publicize widely the Q&P section's program for the JSM, including the Joint Q&P/SPES newsletter, AmStat News, and the Q&P web page.
8. (T. Boardman and A. Neff) Follow up with Angie to see where things stand with developing the Six-Sigma Body of Knowledge.
9. (E. Lagergren and L. Franklin) Decide how best to invest surplus Q&P sections funds. One possibility is a donation to the Mary Natrella scholarship fund.
10. (All) Our web page for 2001 officers is incomplete. If your contact information is not there, send it to Ramon. New Action Items (includes ongoing action items when responsibility has shifted to another person)
 1. (E. Lagergren and J. Hooper) Check with Jeff Hooper about the Q&P section's proposed new relationship with the Fall Technical Conference. Q&P will sponsor 2-3 sessions at the FTC, while the FTC sponsors 2-3 sessions at the Quality & Productivity Research Conference.
 6. (K. Copeland, J. Voekel, and G. Stimely) Get email list of Q&P Section members from ASA and send an EXCEL version to the Executive Committee. Submit a note in the June Joint Q&P/SPES requesting that members submit their email addresses to ASA, if they have not already done so.
 12. (All) Send updated contact info to Lisa Custer.
 13. (L. Custer) Send updated email list of Executive Committee members to the committee.
 14. (All) Propose agenda items for the Strategic Planning Meeting and provide input on quality landscape to Fred Faltin.

15. (C. Jennings) Contact ASA (Elaine Powell) to see whether any potential conflicts between SPES and Q&P in the JSM schedule can be avoided by "programming" this into the schedule.
16. (T. Robinson and S. Zayac) Send short course info to Esteban Walker for newsletter and to Ramon Leon for web page.
17. (E. Lagergren) Work with SPES to announce/publicize future plans to go to electronic newsletter, potentially by end-of-2002.
18. (L. Franklin, T. Robinson, and S. Zayac) Contact ASA (Mary Fleming) regarding potential issues with paying JSM short course speakers. Notify Steve Zayac & Tim Robinson of the results of this discussion with ASA, so that they can notify the short course instructors.
19. (G. Stimely) Contact Veronica Czitrom regarding publicizing Natrella scholarships.
20. (E. Lagergren) Send email to executive committee regarding registration deadline for QPRC.

40 Officer Reports

Chair – Eric

Chair-Elect – Fred

Past Chair – Geoff

Treasurer – LeRoy

Secretary – Will

Program Chair – Cheryl

Program Chair-Elect – Angie

Council of Sections Reps – Joe/Karen

Publications Officer – Gwen

Publications Officer-Elect – Enrique

QPRC – Jeff/Paul

Continuing Education – Tim/Steve

Newsletter – Esteban

Mary Natrella – Veronica

Baldrige Award - Rick

Webmaster – Ramon

Nominate Fellows – Bill

Others?

5 Other business – Eric

5 JSM Meetings - Eric

Introduce New Officers – Eric

Eric introduced two of the newly elected officers of the Q&P Section who were participating in the teleconference, Lonnie Vance, Chair-Elect, and Will Guthrie, Secretary for the 2002-2005 term. Eric also announced that Will has agreed to take over as Secretary immediately, finishing out the term of the currently elected Secretary, Lisa Custer, who wishes to step down from the position.

Review of Action Items from the Last Meeting – Will

Note: Action items are not being differentiated as ongoing or new in the minutes, as listed in the agenda. Because of this, they have been renumbered. The list has also been consolidated to eliminate duplication.

1. (F. Faltin) Set up a conference call for end of February to discuss the Q&P Section's role in the new quality landscape proposed by ASQ.

At the April teleconference it was agreed that Fred would set up the conference call for the first week of May. Eric reported for Fred that the conference call was held in May. Discussion at the teleconference brought out the concern that ASQ may be too tightly associated with the Six Sigma Academy. It was decided at the teleconference that further discussion would be postponed to the Tactical Planning Meeting at the JSM. (Done.)

2. (All) Send Fred suggestions on how the Q&P section should respond to the new quality landscape proposed by ASQ.

Since it is related to the topic that arose from item 1, this action item will be carried over to the Tactical Planning meeting at JSM. (Carry forward.)

3. (C. Jennings) Publicize widely the Q&P section's program for the JSM, including the Joint Q&P/SPES newsletter, AmStat News, and the Q&P web page.

Eric reported that he thought all had been done for this action item based on an email message Gwen sent because she was not available to participate in this teleconference. (Done.)

4. (T. Boardman and A. Neff) Follow up with Angie to see where things stand with developing the Six-Sigma Body of Knowledge.

Eric reported that this was discussed at the QPRC in Austin. It was agreed there that Angie and Ramon will put together a web prototype of the Body of Knowledge to be demonstrated at JSM. Tom reported that the information from the Austin meeting was the latest available on this topic. The question was raised as to how will demo of the web prototype will be done at the JSM without an internet connection. The decision was to leave that up to Angie and Ramon and any others they recruit to help them prepare the prototype. (Done.)

- 5.** (E. Lagergren and L. Franklin) Decide how best to invest surplus Q&P sections funds. One possibility is a donation to the Mary Natrella scholarship fund.

Eric and LeRoy reported that money was provided for an additional Mary Natrella scholarship for the QPRC in Austin. Money has been set aside to pay short course instructors at the JSM as well. Three courses should be listed, but one is listed with another Section according to G. Stimely. Tim Robinson will check on this with ASA and Steve Zayac. Mary Fleming at ASA might be a good person to check with. Steve Porzio at ASA says the money can be distributed later after we see which courses are actually presented. Next year we will try to publicize this earlier to encourage new course offerings. For courses taught by more than two people, appropriate division of the \$1000 payment discussed. Equal payments to each instructor subject to prior agreements made by the instructors met with the approval of the group. (Done.)

- 6.** (All) Our web page for 2001 officers is incomplete. If your contact information is not there, send it to Ramon.

Eric reported for Ramon that the pages are more complete now, but still there is still some missing information. Will will collect the missing information and forward it to Ramon. LeRoy will bring his digital camera to JSM and Ramon has volunteered to scan pictures to help fill in any missing pictures. (Carry forward.)

- 7.** (E. Lagergren and J. Hooper) Check with Jeff Hooper about the Q&P section's proposed new relationship with the Fall Technical Conference. Q&P will sponsor 2-3 sessions at the FTC, while the FTC sponsors 2-3 sessions at the Quality & Productivity Research Conference.

Eric reported that he sent an email message to Jim Stuart yesterday. ASQ is interested, but all organizations need to give feedback because the groups are now reorganizing to more equally sponsor FTC. As a result, this task will take more time. This will be followed up by Geoff Vining by the end of the FTC at the latest. Eric will try to set up a teleconference between the chairs of the FTC sponsoring groups to follow-up on feedback from the groups. If a teleconference before the FTC is not possible, then a meeting will be scheduled at FTC. (Done.)

- 8.** (K. Copeland, J. Voekel, and G. Stimely) Get email list of Q&P Section members from ASA and send an EXCEL version to the Executive Committee. Submit a note in the June Joint Q&P/SPES requesting that members submit their email addresses to ASA, if they have not already done so.

Eric reported that there have been a lot of emails back and forth on this issue. Karen took the lead since this is a issue for all Sections. She contacted ASA (Mary Fleming) and they seemed interested. This lead to discussion of uses for list and led to discussion of an electronic-only Newsletter (see item 13 below). Karen is still working on the details of the email list with ASA and coordinating with other sections. (Carry forward.)

- 9.** (L. Custer) Send updated email list of Executive Committee members to the Committee.

Eric reported that he has done this. Will will send out any future changes. Format of the mailing list may be an issue. Will will check on this and send updates in more convenient formats (based on feedback from Committee members) if possible. (Carry forward.)

10. (All) Propose agenda items for the Strategic Planning Meeting and provide input on quality landscape to Fred Faltin.

Done.

11. (C. Jennings) Contact ASA (Elaine Powell) to see whether any potential conflicts between SPES and Q&P in the JSM schedule can be avoided by "programming" this into the schedule.

No report. (Carry forward.)

12. (T. Robinson and S. Zayac) Send short course info to Esteban Walker for newsletter and to Ramon Leon for web page.

Tim reported that all information had been sent to Esteban with the possible exception of one later offering. Tim has emailed Steve to confirm whether or not that information has been sent if necessary. (Done.)

13. (E. Lagergren) Work with SPES to announce/publicize future plans to go to an electronic newsletter, potentially by end-of-2002.

Eric contacted Chris Nachtsheim, the SPES Chair, to let him know that Q&P was interested in an electronic-only Newsletter. Lisa Moore, the former Senior Newsletter editor from Q&P, sent an email to Eric raising some issues about this proposal. Eric forwarded Lisa's message the Executive Committee. The issues Lisa raised include:

- 1) The Newsletter is a benefit of Q&P membership, why pay for section membership if everyone has equal access to the Newsletter?
- 2) ASA provides help with formatting which may not be the case for an electronic-only Newsletter. This could be a significant burden for the Newsletter editors.
- 3) How would members feel about not getting print?
- 4) How complete would the email list be?

In discussion of these points it was felt that an electronic-only Newsletter could still be a benefit of membership by using password protection or some other technical solution to limit access to Section members. Another point made with respect to Lisa's second concern is that we already have a pdf version of the Newsletter now which might work even if other help from ASA is not be available. Everyone agreed, however, that there are many possibilities for an electronic Newsletter other than a pdf file. Because of the wide scope of possibilities, the Committee felt that formation of a working group might be the best way to explore this. It was also agreed that this is also an issue for all Sections, so it should be discussed at the Section Newsletter Editors meeting at JSM. Eric volunteered to ask Esteban Walker to put something on the agenda of that meeting and invite appropriate ASA staff. The question of a membership survey was then discussed. It was felt that a survey would help members feel as though they had input. Response rate was a problem with last Q&P section survey, however. It was then suggested that we might be able to piggyback on ASA survey. Eric reported that Joe Voekel was supportive of a small survey made by phoning a random sample of Section members. Will reported that the Washington Statistical Society switched from an paper to an electronic newsletter several years ago and suggested asking them about their experience. The group generally agreed that an electronic mailing

list should be as good as a paper mailing list with respect to accuracy and completeness. Finally it was agreed to continue to talk about this at Tactical Planning meeting at JSM. Eric agreed to ask Fred to add to the items “electronic-only Newsletter” and “membership survey” to the agenda of the Tactical Planning meeting. He will also continue discussions with SPES. (Carry forward.)

14. (G. Stimely) Contact Veronica Czitrom regarding publicizing Natrella scholarships.

LeRoy reported that he worked with Gwen on this. He wrote an article based on an old article by Veronica. Gwen edited and it should be out in July/August or September in Amstat News. (Done.)

15. (E. Lagergren) Send email to executive committee regarding registration deadline for QPRC.

Done.

Officers' Reports

Chair – Eric

Nothing to report in addition to discussion of other agenda items.

Chair-Elect – Fred

Not present.

Past Chair – Geoff

Nothing to report in addition to discussion of other agenda items.

Treasurer – LeRoy

LeRoy reported that the Section is in good shape financially. He added, however, that he would hold off on additional plans for extra money until short course expenditures have been settled.

Secretary – Will

Nothing to report in addition to discussion of other agenda items.

Program Chair – Cheryl

Not present.

Program Chair-Elect – Angie

Not present.

Council of Sections Reps – Joe/Karen

Nothing to report in addition to discussion of other agenda items.

Publications Officer – Gwen (reported via email)

Five presenters from the Austin conference signed up to have their papers published on the ASA Proceedings CD. That may be the 1st time that Q&P presenters from a non-JSM conference will have

had that opportunity. LeRoy Franklin wrote a very nice article on the Mary Natrella scholarships that should be in next month's Amstat News (see #19 on agenda). Tim sent me the info I needed for the other Amstat News submission. The Amstat News editorial calendar calls for a submission on the Fall Technical Conference for the September issue. That relationship is still being worked on, so it's premature for us to submit an article. For that reason, we won't have anything in Section News in the September issue.

Publications Officer-Elect – Enrique

Not present.

QPRC – Jeff/Paul

Jeff reported that QPRC Committee is still working on closing out the budget from this year's QPRC so the numbers not yet available. He also reported that the next QPRC will be held June 5-7 with potential short course(s) on June 4. It will be sponsored by ASU. The QPRC Committee is trying to convince Intel to co-sponsor the conference with ASU. Future QPR conferences are set for next the two years. The Committee also has leads on the 2005 QPRC. Plans for obtaining tax-exempt status are underway. QPRC Committee members had good discussions about the tax status at the QPRC in Austin. They will work on this in next couple of months. The suggestion was made by a member of the Executive Committee that it might be useful to check with Ed Wegman to see what was done with the Interface Foundation. Tom Boardman agreed to send the contact information to Jeff or LeRoy. Everyone agreed that the QPRC in Austin was good and that honoring distinguished members of the field was worthwhile. Jeff reported that the QPRC Committee is working on honoring George Box at the next conference.

Continuing Education – Tim/Steve

Steve reported that he submitted two short courses for the JSM. One was cancelled, however, because it was very similar to another course already submitted to ASA. Steve also reported that he is organizing an off-site course for high-school teachers at the 2002 JSM in New York. He would like to keep costs low and suggested that Q&P consider helping defray the expenses. Finally he reported that Jeff Wu would like to do a follow-up at the 2002 JSM to an earlier continuing education course he gave. Tim reported that he also submitted two courses for the JSM. One may currently be listed incorrectly with respect to Section sponsorship, however.

Newsletter – Esteban

Not present.

Mary Natrella – Veronica

Not present.

Baldrige Award – Rick

Not present.

Webmaster – Ramon (reported via email)

Ramon reported by email that the much of the missing contact information on the web page has been submitted but that the information is still not absolutely complete.

Nominate Fellows – Bill

Not present. Eric announced that Geoff Vining has just been named a Fellow and congratulated him. Eric also requested that Committee members give Bill any suggestion they have for new nominations. The Chair, Chair-elect, and others will discuss this at the JSM.

Others

No other reports.

Other Business – Eric

Eric announced the Q&P Meetings to be held at JSM. These include the Tactical Planning Meeting on Sunday August 5 from 1:00-5:00 pm, the Executive Committee Meeting on Monday August 6 from 7:00-8:30 am, and the Joint mixer and Business Meeting on Tuesday August 7 from 5:30-7:30 pm. Room assignments are not yet available. Eric requested that Committee members make suggestions about appropriate door prize ideas for the Mixer as well as topics for the Business Meeting. Committee members suggested that topics for the Business Meeting might include introductions of current and new officers, an informal survey about an electronic-only Newsletter, summaries of earlier meetings at JSM and advertisement of upcoming conferences and activities. Fred sent in a tentative agenda for the Tactical Planning Meeting which Eric read and will email to the Committee. Fred asked for feedback and additional topics. One topic suggested by the Committee was the ranking of statistics departments relative to their mathematical statistics programs rather than their applied statistics programs. The group agreed that it would like to get applied statistics considered as a ranking criteria. It was suggested that discussion of what Q&P can do to facilitate this be included on the agenda of the Tactical Planning Meeting. This topic was discussed at end of the last Strategic Planning Meeting but more information needed. Geoff agreed to send information to Fred on Q&P's involvement in promoting the ranking of statistics departments with respect to applied statistics.

JSM Meetings – Eric

See information about this listed under “Other Business” above.

New Action Items from this Meeting

1. (All) Prepare for discussion of how the Q&P section should respond to the new quality landscape proposed by ASQ and on ASQ's linkage to the Six Sigma Academy at the Tactical Planning Meeting at JSM. Send suggestions to Fred in advance of the meeting if possible.
2. (Angie and Ramon) Develop a prototype of the web-based Six-Sigma Body of Knowledge to demonstrate for or discuss with the Committee at the Executive Committee Meeting at the JSM.
3. (Tim) Check with Steve and ASA about the incorrect listing of the sponsoring Section on one of the Q&P short courses submitted for the JSM. Confirm that all necessary information has been transmitted to Esteban for the Newsletter and to Ramon for the Section web pages.

4. (Will) Keep after those who have missing contact information on the Q&P web page and pass any new information to Ramon for addition to the web site. Have people arrange to meet with LeRoy at the JSM to have their pictures taken if necessary.
5. (Eric and Geoff) Follow up with the organizations that sponsor the FTC about cosponsoring sessions with the QPRC (Eric). Try to schedule a teleconference with the Chairs of the sponsoring organizations if possible, otherwise schedule a meeting at the FTC (Eric and Geoff).
6. (Karen) Continue to work with the COS and ASA on the development of Section email lists and keep the Committee informed of progress and issues.
7. (Cheryl) Contact ASA (Elaine Powell) to see whether any potential conflicts between SPES and Q&P in the JSM schedule can be avoided by "programming" this into the schedule.
8. (Eric) Ask Esteban to put something on the agenda of Section Newsletter Editors meeting at JSM and invite appropriate ASA staff.
9. (Eric) Ask Fred to add to the items "electronic-only Newsletter" and "membership survey" to the agenda of the Tactical Planning meeting. Continue discussions on these topics with SPES.
10. (Jeff and LeRoy) Continue to work on obtaining tax-exempt status for the QPRC.
11. (Tom) Send appropriate contact information for the Interface Foundation to Jeff or LeRoy.
12. (Eric) Email the tentative agenda for the Tactical Planning Meeting to the Committee.
13. (Geoff) Send information to Fred on Q&P's involvement in promoting the ranking of statistics departments with respect to applied statistics.