

## **Minutes of the Q&P Tactical Planning Meeting on August 11, 2002**

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

Christine Anderson-Cook, Fred Faltin, Martha Gardner, Will Guthrie, Eric Lagergren, Angie Patterson, Bill Tucker, Lonnie Vance, Mark Vandeven, Geoff Vining

### **Agenda**

1. Welcome and Introductions
2. Review Q&P Section Strategic Plan
3. Update on Q&P Brochure
4. Q&P Membership Numbers for 2002
  - a. Recruitment
  - b. Issues?
5. Issues Around Electronic Newsletter
6. Mary Natrella Scholarship Committee Report
7. Criteria for Awarding QPRC Scholarships
8. BB/MBB BoK Committee
9. Nominations/Positions/Appointments
10. Amstat News – Special Careers Issue
11. ASA Specific
  - a. Cash Reserves
  - b. Charter Revisions
12. JSM, QPRC – Q&P Section Sponsored Programs
  - a. Continuing Education Courses
  - b. Invited and Contributed Paper Sessions
13. Roundtable/Looking Forward

### **Welcome and Introductions**

### **Review Q&P Section Strategic Plan**

Lonnie handed out a copy of the Strategic Plan from 2000-2001 and said he thought we should review that since many of the items on the plan had been accomplished.

## **Update on Q&P Brochure**

Fred handed out the current copy of the Q&P brochure and reported that ASA had gotten estimates for printing different types of brochures. We would need to do the content and ASA would do the layout and take care of the printing. While discussing the merits of a fancier brochure, the idea that improvements to our web site might be a better use of our advertising resources surfaced. Everyone agreed that we should continue to use our simple brochure, updated as needed, at meetings and that we should invest a reasonable amount of money (about \$5000) in our website. It was also agreed to finalize plans for the web site at the Executive Committee Meeting. The responsibility for maintaining the brochure was also transferred to the Publications Officer.

## **Q&P Membership Numbers for 2002**

Lonnie reported that we have approximately 843 members and that roughly 600 are also in SPES. People generally agreed this was down from earlier years but also agreed both ASA and ASQ were down in membership that our proportion of members was probably holding. Based on discussion of how to increase our membership, it was generally agreed that the Fall Technical Conference and targeted mailings of information to statistics departments would probably be the best source of new members. A list of Q&P-oriented departments to receive mailings included ASU (Norma Hubele and Gary Hogg), VP (Geoff), RIT (Joe Voelkel), UT-Knoxville (Bill Parr, Ramon), CSU, IA State (Meeker, Vardeman, Morris), IU (Russ Lenth), SMU, BYU (Rex Bryce), NC State (Sastri), Oakland (Bob Kushler), GA Tech (Kwok Tsui), Texas A&M (Jim Kelvin), OSU (Bill Notz), Kstate (Dallas Johnson), Penn State (Dennis Lin), Amherst (Soren Bisgaard), Wisconsin (Doug Bates), Minnesota (Doug Hawkins), and Michigan (Vijay Nair). It was also agreed we needed a strong message and unique benefits to reach students. One idea on this front was to publish a list of contacts from different companies that often have quality-oriented jobs in applied statistics.

## **Issues Around Electronic Newsletter**

Fred asked if anyone had received the Newsletter in paper or electronically. No one could confirm that they had definitely received their June Newsletters. Fred also reported that he thought the listserv was now up and running and that after sending an update to Q&P members that only 69% of members have up to date addresses, though 80% have addresses listed. For now the listserv will only be accessible to the Chair to address people's concerns about privacy and junk mail. Announcements can be sent to the group, however, at the Chair's discretion. Finally, Fred reported that ASA had not been helpful in building the list and did not plan to help with list maintenance. After discussing the potential reasons for ASA's unwillingness to help with this, and their proper role in this area, it was agreed that Fred should send a letter to Bill Smith to follow up on this issue.

## **Mary Natrella Scholarship Committee Report**

Lonnie gave some background on what has been happening with the Mary Natrella Scholarship since the QPRC and asked Fred to report. Fred reported that NIST would chair the Scholarship selection committee and provide one other member and that Q&P would provide two members, appointed by the chair for two years. Fred will appoint a one-year member this year, to get the process started. Fred announced that Cheryl Jennings was his two-year appointment that his one-year appointment has yet to be made. Will reported that the Committee members from NIST had not yet been appointed, but that Carroll Croarkin would be asked to Chair and Joan Rosenblatt would be asked to be the other member. Veronica Czitrom will also be asked to be a standing member of the Committee as long as she wishes to serve.

## **Criteria for Awarding QPRC Scholarships**

Discussion of this topic postponed to the Executive Committee meeting.

## **BB/MBB BoK Committee**

Angie outlined the questions the Committee had been charged with answering and outlined their answers, as provided on a handout she distributed. In addition to the written answers, Angie reported that she thought staff from companies that had strong Six-Sigma programs would not be customers for the BoK. Others, however, thought they might be. After further discussion of this topic, the group was in general agreement that the proposed resources would be a value-added part of the Q&P web site. Angie said some quick things we could do to get this going would include putting a link from our web site to Roger Hoerl's recent article on Six Sigma and to the I-Six-Sigma web site. People were ultimately not comfortable linking to any commercial Six-Sigma web sites, however. Angie also suggested we could invite Six-Sigma leaders to write articles about MBB skills and best practices, comparing and contrasting programs at different companies. This paper, or papers, would be published in a journal, not just on the web. After much discussion of this idea, it was agreed that Fred would write a letter about this to Bill Smith, Bob Mason and Dick Schaefer, asking them for letters of support to forward to the editor of American Statistician along with a letter from Q&P about this idea. The letters to Bill, Bob, and Dick should include a list of about five authors we think would be good for this type of assignment and a wide list of potential discussants. The letter to the editor should outline the points we would like to be covered in the articles so the editor can invite the authors to participate.

## **Nominations/Positions/Appointments**

Lonnie mentioned there were several officers who needed to be put on the ballots for the 2005 elections. Fred and Geoff said that the officer nominating committee includes Lonnie, Angie and Cheryl Jennings, the Chair, Chair-Elect and Chair-Elect challenger. Lonnie asked if there were any suggested nominees. Fred said there were a lot of good people, but it was hard to find new people sometimes. One suggestion was to ask those who had run and lost in the past to run again or to ask people who have participated in special Q&P projects. In this vein, Fred suggested David Farrell, one of the authors of the recent Six-Sigma articles in the Amstat News, would be a good possibility. Geoff suggested that nominees for Chair should be people who are well connected to the group. Lonnie said he thought the COS was a good position to start with. Fred agreed that position was good for a new person. Geoff suggested that Gwen Stimely would be a good candidate for Chair, although she hasn't been Program Chair before. Bill, Eric and Geoff emphasized that it is important to start looking for candidates at JSM, especially during the mixer.

## **Amstat News – Special Careers Issue**

Fred reported that the proofs for the special "Careers" issue of Amstat News were out and looked good. That issue should be out next month.

## **ASA Specific**

### **a. Cash Reserves**

Lonnie said we would soon be hearing from ASA that we need to cut our reserves, because we are limited to 2 years operating expenses. Lonnie asked what we might want to spend some money on.

## b. Charter Revisions

Lonnie said that any changes to our Charter had to be submitted by mid-October. Eric suggested that we might need to do that to change the length of terms for Secretary and Treasurer and agreed to check on what the procedure is for these changes. We also want to change the job description of the Publications Officer. It was agreed to talk further about any modifications to the officers' terms and job descriptions at the Executive Committee Meeting.

## **JSM, QPRC – Q&P Section Sponsored Programs**

Lonnie asked for a report on the CE courses and Fred said there were two issues to discuss, one that we had low enrollment for two of our courses and two that ASA decided we should do them anyway, without consulting us. Part of the issue with low enrollment is that we have to pay the incentive for instructors even on money-losing courses because we had not said that there had to be adequate enrollment in order to get the incentive. After further discussion, everyone agreed not to change the policy on paying incentives, but to take extra care to make sure that the courses we put forward should be ones that would attract a large number of students, which may mean not offering courses more than one or two years in a row. Angie also suggested that we collect data from past conferences to help with our planning. Fred suggested we assign the CE Chairs, Program Chair, and Program-Chair-Elect to come up with survey questions to help with assessing popularity of invited sessions, luncheons, and CE courses. For this to be successful, it will be critical to keep the data current and accessible.

## **Roundtable/Looking Forward**

Lonnie said one thing he would like to do this year is to recruit new members from isolated locations and to recruit younger people. The FTC came up again as a conference that sometimes attracts isolated statisticians and would be good place to recruit new members. Geoff and Lonnie agreed that undergraduates were probably not yet focused enough to target them easily. Fred suggested that the idea of linking people to companies doing Q&P type work could be done using the JSM Placement service. That would give us an easy way to get a list of companies who had Q&P jobs and the placement service has many more jobs than advertised in Amstat News. Lonnie said he would be willing to investigate that while at the Meetings.

## **Other topics**

Bill asked about the role of Q&P in the FTC. Eric and Geoff reported that the Program Chair-Elect now has working on Program Committee for the FTC as a role now. Everyone also agreed that using or establishing Q&P Executive Committee offices would be a good way to get students into the ASA and the Section.

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

1. (Fred) Send a letter to Bill Smith outlining the problems we have had getting ASA to set up and maintain a mailing list of our members which would allow people to edit their contact information and opt out of Section emails if desired.
2. (Fred) Solicit letters of support on a series of Six-Sigma articles from Bill Smith, Bob Mason and Dick Schaefer. The letters of support should include our suggestions of authors to be invited to write these articles and a list of potential discussants. Forward the letters of support to the editor of the Amstat News along with a letter outlining the topics or points the editor should invite the authors to address.

3. (Eric) Check the charter to see whether or not it has to be modified in order to shorten the terms of office the secretary and treasurer.
4. (Lonnie) Report any findings from investigation at the JSM of our access to ASA Placement Service job listings.