

Minutes, Q&P Conference Call

2-4 EST, December 19, 1996

Roll call:

1. Roger Hoerl
2. Joe Voelkel
3. V. Czitrom
4. T. Boardman
5. E. Boardman
6. S. Devlin
7. R. Leon
8. L. Hare
9. I. Sande

Action Items from Conference Call

Previous action items, still incomplete, with comments

31. 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.
** We still need SPES permission to put the joint newsletter on the Web. R. Hoerl will contact SPES again to verify this is OK, and then contact R. Leon to contact J. Buckingham.
*** Has been taken of (R. Hoerl, 6/14/96)
*** T. Boardman -- still need to get SPES permission. He will be at SPES meeting (8/5?) and see if this was done. (additional action item, 64).
**** T. Boardman has still not heard from SPES, but believes it's OK. R. Hoerl will write Karen Jensen at SPES to that Q&P understands it's OK to put newsletter on the Web unless we hear from her by a certain date--action item 76.
***** Still no response from Janet. Ramon will contact her (action item 90)
36. L. Hare Send a report on "moderated discussions" via E-mail when results are gotten.
** so far, little luck doing this through NIST. R. Leon suggested that he will be able to do so at some point with his server.
*** 36 OK. part of SPES plan
**** Still experimenting with it. (9/96)
***** Still experimenting with it. (12/96). Had some poor links, believes they have been fixed. Problem: need more people to put in discussion items. Also needs more publicity, Lynn will put ad in AmStat News and on our Web page.
43. T. Boardman Check about ASQC linking to Q&P, and offer recommendations.
** done. But no response yet. 2nd request out, no response from Webmaster.
*** Have now gotten a response, and are moving on this (R. Hoerl, 6/14)

- **** T. Boardman. Thought it was done, but apparently not. (link from SPES also?)
- **** T. Boardman. Still not there. He'll keep on it (9/96)
- ***** T. Boardman will ask again, and again, and again, ... (12/96)
47. L. Hare As chair-elect, get stationery next year with web address, and write this into chair-elect's job in the operating manual.
- * not done
 - ** not done (9/96)
 - *** not done (12/96)
54. V. Czitrom Send the portion of the Q&P Research Conference manual on budget information, and on conference organizers, to S. Devlin.
- * done, but not received. To be sent again.
 - ** V. Czitrom sent some material, but now will also send last year's budget (9/96).
 - *** V. C. will send her info (12/96). And see #55.
55. S. Devlin Contact appropriate Q&P Research Conference organizers to handle budget issues and responsibilities (per item 6 of these minutes).
- * still waiting for budget information, so not done yet
 - ** (blend in with item 54) (9/96)
 - *** will do soon. VC will send her info (12/96)
63. J. Voelkel (and T. Boardman). Talk with SD to see if we can publish some of their articles in Q&P newsletter.
- * Janice Shade, SD Newsletter editor, has just been called.
 - ** (J. Shade phone call after the conference call) -- Newsletter copyrighted, but usually not the article. J. Voelkel will work with her on this -- she will contact author for permission, and if OK send me the article in Word 6.0 format.
 - *** Joe V. and Tom B. will work together on this. (12/96)
71. R. Hoerl and I. Sande. Contact Marie Argana re adding Q&P brochures in mailing packet of new members of ASA
- * Have contacted her. She will bring up at ASA meeting, and said will get back to Roger.
 - ** Roger will call her (12/96).
77. R. Hoerl Create a process and put it into the Chair-Elects' (Nomination Committee Chair) job description, so that after names of newly elected officers appear in Amstat news, information about them can be put on the home page
- * to be done in next version of operating manual.
86. I. Sande Write up a short note of what services we offer, without monetary details.
- * not yet done
88. All Send feedback on Web forum to Joan Rosenblatt via the Web forum page (<http://www.nist.gov/hypernews/sed/get/formul1.html>).
- * OK. Only Innis has so far responded.

New action items

(These includes action items from above when the responsibility has shifted to another person.)

89. J. Voelkel and R. Leon. Create a process for transferring ongoing member updates on the Home Page to yearly updates to the operating manual. See action item #25.

- 90. R. Leon. See action item #31.
- 91. R Hoerl. Remind P. Donnelly to include a regular sidebar in the newsletter to remind people how to get to the web. See item #39.
- 92. R. Hoerl. Will see how to make our role more proactive in 1998 MSMESB, such as choosing a speaker. And see item #73.
- 93. R. Leon. If he can't locate disk with operating manual that J. Voelkel sent, ask Joe to send another one.
- 94. L. Hare. Write a summary of how tactical plans link together.
- 95. J. Voelkel. Send hard copy of operating manual to S. Devlin.
- 96. R. Hoerl. Submit budget sent via fax from S. Devlin to ASA.
- 97. I. Sande Send a file of current members to VC, for help in nominating committee.

Agenda

Agenda For 9/20/96 Q&P Conference Call:

- 2:00 - 2:05 Roll Call
- 2:05 - 2:10 Review and Upgrade Agenda
- 2:10 - 2:40 Review and Update Action Items from Previous Call
- 2:40 - 2:55 Review Status of 1997 Priority Projects
 - Membership Satisfaction (Innis)
 - Communication (Tom)
 - Education (Carloyn)
- 2:55 - 3:55 Updates From Committee Chairs (5 min each)
 - MSMESB Conference (Roger)
 - Membership (Innis)
 - Operating Manual (Bob/Roger)
 - 1997 JSM Program (Teri)
 - 1997 Continuing Education (Bill)
 - 1997 Research Conference (Jeff)
 - Newsletter (Pat)
 - Publications (Steve and Pat DeFeo)
 - Treasurer's Report (Susan)
 - Council of Sections Activities (Jim/Eileen/Geoff)
 - Committee to Nominate Fellows (Carolyn)
 - Nominations (Veronica)
- 3:55 - 4:00 Schedule Next Call

New Items

Item	Description	Responsibility
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Update on action items of R. Hoerl 6/12/96 conf. call

(Only completed action items are listed here. On-going and new items are listed above).

25. R. Mason (With Leon) Create a process for transferring ongoing member updates on the Home Page to yearly updates to the operating manual.
 ** still ongoing
 *** was not present at the time of this item (9/96)
 **** Joe Voelkel will work with Ramon on this (12/96). This action item has now been replaced by item #89.
39. I. Sande [slightly modified from last minutes] Ask P. Donnelly to include a regular sidebar in the newsletter to remind people how to get to the web.
 * R. Hoerl will remind Pat. See item #91.
52. V. Czitrom Ask the Q&P Conference board to find someone to edit the global web page
 * not done. R. Leon—two Web pages for this conference, only one of which needs to be changed. Not a lot of work, but needs to be done. J. Hooper agreed to do this (additional action item, 65).
 ** V.C. will discuss with T. Boardman and Ramon and J. Hooper for how to do this (9/96).
 *** on-going. Jayne Ballweber, from U. of Central Florida, is doing. (12/96)
59. L. Hare (ET 1997 initiative), with ET members. Create dates for accomplishing tasks, by 8/31.
 * not done
 ** no longer a project. Drop this. (12/96)
61. C. Morgan (Education 1997 initiative), with Education members. E-mail L. Hare with dates for accomplishing tasks, by 8/31.
 * not done
 (phone number: 757-727-5364, in Hampton Univ., Hampton Va. Chair of Math Dept.)
 ** done (12/96)
62. T. Boardman (Communications 1997 initiative), with Communication members. E-mail L. Hare with dates for accomplishing tasks, by 8/31.
 * not done
 ** Done. Tom still needs someone for ideas for a mini-section editor, for special papers in newsletter. But Tom has volunteered to do this for a while. (12/96)
69. V. Czitrom. Add to job description--create a process, so that after names of newly elected officers appear in Amstat news, information about them can be put on the home page.
 * Roger — will put this in Chair-Elects' (Nomination head) job description (action item 77)
 ** Roger — will put in next version of operating manual (12/96). Action item #77
72. V. Czitrom. Look into possibility of Q&P section taking financial risk and reward at Q&P Research Conference.
 * brought up at Q&P Research-Conference conference-call. Q&P Research Conference and Q&P section will split the reward and risk, just for the workshop. V. Czitrom will check for actual amount of split.
 * V.C. We have agreed that rewards and risks for the workshop will be split 50-50.
 Done

Item	Description	Responsibility
2	<i>Review Status of 1997 Priority Projects.</i>	<i>Roger Hoerl</i>

Membership Satisfaction (Innis)

- Have electronic versions of member list (about 230 of the 1100 members have E-mail addresses) and those who left (N=29 have E-mail addresses). Innis will send out questionnaires to these people. The questionnaire to those who left appears in Appendix 1.
- No work yet done on putting controversial articles in the newsletter

Communication (Tom)

- Sent detailed information of the output from the Communications Team including a progress report to Lynne and Roger prior to the conference call for the team leaders. See Appendix 2 of the minutes for a copy.
- He just agreed to be “Section Mini-Paper Editor” for 1997. These paper may appear in the Newsletter (primary focus), Web (afterwards), or in a special series such as Stat Division’s.
- Overall in good shape

Education (Carolyn)

Carolyn was not able to be present for the conference call. She sent an E-mail note to Roger, which began as follows

- “1. The Committee on Fellows has identified a candidate for Fellow and we have also identified someone who is preparing the nomination package. I can provide you the name of the candidate and nominator at another time.
2. As you know the Education Committee has about 5 activities for the current year. We do need additional members since I have not been successful in contacting a few of my committee members. Roger: You indicated that you might have a list of people who might be willing to serve.”

The remainder of Carolyn’s note, which summarizes the status of the Education Committee, appears in Appendix 3.

Item	Description	Responsibility
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Updates From Committee Chairs. Roger Hoerl

MSMESB Conference (R. Hoerl)

See above — action items #92 and #73

Membership (I. Sande)

Nothing else to report on.

Operating Manual (R. Mason & R. Hoerl)

The 1997 operating manual has been finished. This should soon be available on our home page.

1997 JSM Program (T. Crosby)

Teri was not available for the call. She sent the following information via E-mail.

My status is that we have 4 invited sessions planned and confirmed. The next step is the contributed section. The 4 invited sessions are

1. How can we build on our record of past failures to achieve future success? Bert Gunter/Frank Shen/George Box/Gerry Hahn/David Bacon
2. Applying TQM in higher education
Satya Mishra/Amr Elatrebi/J. Madrigal/John Aelong/Lynn Kelley
3. Improving the Quality of Introductory Statistical Education
Roger Hoerl/Ron Snee/Bob Hogg/George Cobb/David Moore
4. Use of the World Wide Web to Support Classroom Instruction
Ramon Leon/David Olwell/Jeff Banfield/Bill Parr/Mike Meyer.

1997 Continuing Education (W. Letsinger)

Bill was not able to make the call. Bill has proposed 8 courses be offered at the 1997 JSM. See the latest Q&P SPES newsletter for the titles. An ASA committee still needs to decide which of the courses will actually be presented.

1997 Quality and Productivity Research Conference (J. Hooper)

V. Czitrom said that it is coming along very well. (It will be held in Orlando, May 12-14). The sponsors are

- Veronica Czitrom, Bell Laboratories, Lucent Technologies
- Geoff Vining, University of Florida
- Lorrie Hoffman, University of Central Florida

Item	Description	Responsibility
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4	<i>Schedule Next Call</i>	<i>L. Hare</i>
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The next call will be held Friday February 28, from 9-11am EST set aside. But the intention is for it to run only from 9-10.

Item	Description	Responsibility
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6	<i>Other Remarks</i>	
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R. Leon pointed out that this is the first year that the home page has been used as a tool and not as an end in itself.

S. Devlin presented a list of research ideas at an AMA meeting. She will try to follow up on research ideas she brought up at the AMA meeting.

Appendix 1.

Questionnaire sent by E-mail to Q&P members who left.

This message was sent out by I. Sande. Extra spacing has been removed.

American Statistical Association
Quality and Productivity Section
Former Members Questionnaire

Dear former member of the Quality and Productivity Section of the American Statistical Association,

We regret that you have decided not to renew your membership in this section, and we would like to understand the reasons for this in the hope that we can improve our services to our members and that you might consider rejoining the Section in the future.

We would appreciate it if you would take the time to share with us your thoughts on the following questions. (To respond, it is safest to use the reply function and to edit this message so as to add your responses to the questions below. Attachments may or may not be readable.)

Please reply to isande@notes.cc.bellcore.com by 1/31/97

1. What are your current job-related statistical interests?
2. What were your reasons for leaving the Q&P Section?
3. What Q&P activities would you have liked to have seen the Section provide?
4. Would you have had any interest in (check as many as apply):

- A newsletter
- A Q&P Web Page
- More How to information
- More networking opportunities
- More opportunities for continuing education
- Information about the availability of continuing education courses
- Other (Please specify)

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5. If you would have liked more opportunities for continuing education, could you tell us what your particular areas of interest are:
 6. What other ASA sections do you belong to?

Thank you for your time and cooperation. Your input will be extremely valuable to us. Happy New Year!

Appendix 2.

Q&P Special Projects Brainstorming - Aug. ASA Mtgs 1996

Communications (These current approaches are working.)

- Web Page
 - As a public record
 - Store information and serve as archive
 - Common filing system
 - minutes
 - agendas past and future
 - Second place to look for information
 - Need a “links editor” (Bill Parr +)
- Joint Newsletter with SPES
- Articles in AmStat News
- Member Meetings at JST to “listen” to our members
- Proceedings of Section - second place
- Moderated Discussion Sessions at JSM
- List serv for discussions via email like den_list (Joan Rosenblatt)
- Members communicate with other members
 - Email
 - List serv
 - Phone

(continued on next page ...)

Additional Activities for 1997
(Items in bold and/or numbered were deemed priorities for 1997)

- Web Page
 - **Section Columnist (editors)(1)** for portions of web page
 - *Links to other sites with commentary*
 - Education
 - *Assignment for portions of homepage*
 - New features yet to be determined
 - Implement a search mechanism
 - Either implement items under certain buttons or likely remove them until we decide if we want to add these features: Point is items should not be “under development” for more than a few weeks/months w/o implementation.
 - Set up feedback mechanisms
 - **Use of forms(4)**
- Joint Newsletter with SPES
 - News both old and future oriented
 - **Mini-Papers** on variety of topics relating to Q&P (example John McGregor’s Youden Address)
 - **Mini- paper editor (2)** needed to solicit and promote this concept
 - Case Studies
 - Reviews - to call members attention to things of value
 - Books, CD ROMs, Videos, Articles, Web Sites
 - Addresses other Issues/Objectives of the section
 - *Contact Information for Officers as Appropriate*
- AmStat News
 - *News and Commentary (Publications Chair to get the “right” stuff in to ASA at appropriate times)*
 - *Request information by email*
- Member Meetings at JSM
 - Mixer supported by Software Vendors, Publishers, Consulting Firms, Companies
 - Secretary records key ideas
 - Publication in Newsletter +
 - Web Page
 - *To be discussed by Executive Committee with Action Steps if appropriate*
 - Feedback to suggestions when appropriate
- **Communications Team Serves as Mechanism to Assist Other Special Projects via Communications (3)**

(NOTE: Even though the Communication Special Projects Team identified only a few key projects for 1997, several others noted in italics have been accomplished or likely will in the near future.)

Appendix 3.

Status of Education Committee (C. Morgan).

Purpose:

To champion the use of statistics and quantitative approaches for quality and productivity by improving the content and delivery of education and training for

- Q&P members
- Other ASA Members
- University students (statistics, engineering, business, public administration)
- Practitioners in the areas of statistics, business management, engineering, marketing and public administration

Actions:

1. Improve the effectiveness of Q&P members by offering non-technical courses on topics such as financial management and communication (dealing with people, effective presentation, effective writing)
Champion: Jim Hess
Deliverables: 3/97
2. Continue ASA Continuing Education courses at ASA meetings.
Champion: Bill Letsinger
Deliverables: 3/97 Plans to submit 4 or 5 candidate courses to ASA Cont. Ed. Committee
3. Joint development with technical experts in other disciplines to provide short courses, presentations, etc. at professional meetings of other organizations.
Champion: TBA (Roger: I need another member!!!)
Deliverables: TBA
4. Build on alliances with ASA Continuing Education.
Champion: Jim Hess
Deliverables: 3/97
5. Identify a university to partner with to improve the first statistics course for non-statisticians.
Champion: Carolyn Morgan
Deliverables: Start collecting information 1/97. Goal is to pursue efforts to establish programs with two institutions. One strong candidate is UT-Knoxville, Dept of Statistics. Will start discussions with Bill Parr and get inputs from others in the ASA community. Focus initially may be a course aimed at engineers. An e-mail message requesting guidance has been disseminated to a small group of individuals. A second candidate site will be identified.