

AQIP Professional Development Team Leader Meeting

Date: Thursday, October 26, 2006
Time: 1:30 p.m.
Location: CM 1117P
Attendees: M. Goldstein, G. Ives, L. Koehler, B. Reich, S. Robinson, K. Schamanek
Absent: S. Bradish, M. Rueterbusch

1. Briefly reviewed the meeting notes from 9/21/06.
2. Discussed our team sponsor.
 - a. The EC is deciding on who will be our team sponsor – it will either be Mark Kennedy, Amy Fugate, or both. *Note: After the meeting, Kate learned from Mark Kennedy that the EC has decided that both will be our sponsors.*
 - b. The team sponsor's role is to: be an advocate for our team, be our advocate for resources at the EC level, to use as a resource & lever for action.
3. Discussed pressing issues or questions.
 - a. How to proceed?
 - i. Team agreed that we would work through the 7 step process of the improvement model with the larger team.
 - ii. Discussed having a first "kick off" type meeting with the larger team in which we would work through the first step of the process. Items to include in meeting:
 1. Revisit our team goal
 2. Clarify/define the problem(s)
 3. Review the input previously provided (on Conversation Day, at community meetings, etc.) about why we need to work on this project
 4. Identify stakeholders, boundaries and resources
 5. Identify timelines, expectations and protocols
 - iii. Plan would be to have the first meeting with the whole group be an intense, three to four hour session, possibly off site or at the RTC (with snacks). This would be facilitated by someone – possibly Gail or Steve, or an outside facilitator, or one of the team members.
 - iv. After initial meeting, the team leaders could continue to meet on a monthly basis to do work and planning, and then we could bring the larger group back together periodically to work through each step. Need to define the long term plan and decide on dates for future meetings.

Action Items:

Next Meeting:

Thursday, November 16th at 1:30 p.m. in CM 1117P