

DQP Core Group Conf Call

Special Meeting to discuss transition plans

November 5, 2012

Phone number: (877)581-9247; Participant Code: 738015 (sponsored by CCWD)

Membership of DQP Core Group:

Clackamas Community College	Elizabeth Lundy (present) elizabethl@clackamas.edu	Eastern Oregon University	Sarah Witte (present) switte@eou.edu
Community College & Workforce Dev	Larry Cheyne (present) larry.cheyne@state.or.us	OUS Chancellor's Office	Karen Marrongelle Karen_Marrongelle@ous.edu
Tillamook Bay Community College	Connie Green (present) green@tillamookbay.cc	Portland State University	Gary Brown browng@pdx.edu
Umpqua Community College	Mark Williams (present) mark.williams@umpqua.edu	University of Oregon	Dev Sinha (present) dps@uoregon.edu
Co-Director	Ron Baker (present) ronbakeredd@yahoo.com	Co-Director	Carol Schaafsma (present) schaafsmac@lanecc.edu
Lane Community College	Sonya Christian (present) christians@lanecc.edu , Anna Kate Malliris (present) mallirisa@lanecc.edu	Don McNair (present) mcnaird@lanecc.edu ,	Lynn Nakamura (present) nakamural@lanecc.edu ,

1. Transition Plans

- Co-PIs -- Sonya
 - Connie Green and Karen Marrongelle will step in as the co-PI roles.
 - Since this is at its heart academics, also need to have the academic leads and faculty at each institution intimately involved in the work.
 - Responsibilities will be general oversight for generating reports, steering the work and communicating with Lumina. Ron and Carol will move the work forward and do the heavy lifting including drafting the reports. Co-PIs would need to have quarterly conversations with Lumina and will likely need to attend the annual conference but could send a designee if necessary. Also will want to track where Lumina is moving and be able to leverage future opportunities for funding.
- Lumina point of contact -- Sonya
 - Connie Green and Karen Marrongelle will be the points of contact.
 - Karen, Connie, Sonya, Don, Ron and Carol will need to have a follow-up conversation with Marcus to close the loop on the final transition plan. Have a 1 page document that summarizes as the work moves forward.
- Core Team membership -- Carol
 - The membership may need to expand as we move forward so that we include practitioners in the fields where there is an emphasis in the work plans; writing seems to be an emerging focus so that may be an area of expansion for the Core Group.
- Meetings and communications -- Carol and Ron
 - Elizabeth Lundy will have an in-depth conversation with CIA.
 - Move more of the communication and meeting management to Ron and Carol.

2. Budget

- Grant budget -- Sonya and Lynn
 - Final Budget, Revised June 13, 2012, should be reviewed and all Core Group members should be familiar with it.
 - Matt Danskin has been hired and he will start at 20 hours/week and will start working 40 hours/week in December.
 - Will need to adjust the budget to clarify the Ron & Carol will not be Lane employees but independent contractors.
 - The travel budget is not for institutions traveling (those are in-kind contributions) but are for Ron & Carol to go to institutions as well as other staff (including the IT person) needing to attend meetings in person. It would be only on an 'as needed' basis. Ron and Carol will negotiate this over time.
 - Faculty & staff stipends are the amounts for institutional disbursements. Lynn has made a proposal (below).
 - Institutional subcontract -- Sonya and Carol
 - Inst Disbursement 11.5.2012 was sent out for review. This will require more thought and discussion but this is a starting point for thinking about how compensation could be structured.
 - Tab 1 shows 3 categories of funding:
 - ✓ Leadership funding would be divided by the appropriate participating institutions. Would require criteria and deliverables. This may emerge from the work plans that are submitted and later.
 - ✓ All institutions would get funding based on their level of engagement. Again, would require criteria and deliverables. Level 2 would get 20% above level 1 and level 3 would get 40% above level 1. For example, every institution that turns in a work plan would be in level 1.
 - ✓ Hold dollars in a contingency fund for years 2 and 3; if someone really steps forward and moves from one level to another. Or, they would be accepting the funds for one year in advance and if they move up a level, funding adjustments would be reflected in the next year.
 - ✓ Decisions would be made earlier in the year but payment would be made in the spring based on receipt of the deliverables. There would be an agreement signed soon after the work plan is submitted.
 - It may be better to fold the leadership dollars into the level 3 schools. Would clearly need to distinguish level 3 from leadership if they are going to be different categories. Leadership may be distinguished by having staff step forward to do the work thinking across institutions and representing the statewide work in different venues.
 - This information should be given to the institutions up-front as they are developing their work plans. However, the differences between levels

for institutions are very minimal in terms of dollars. Probably the dollars will not motivate the work but letting them know the resources available up-front is important so no one gets surprised.

- We could think of this differently and provide recognition after the fact as an award for the exemplary work they have done; based on criteria.
- Ron, Carol, Sonya, Lynn and Don will have a conversation to flesh out the levels and criteria and come back with a more specific model to get feedback before we move forward.

- Tracking in-kind contributions -- Lynn (*postponed to 11/7 meeting*)
- Directors doing institutional consultation -- Sonya, Ron, Carol (*postponed to 11/7 meeting*)

3. Deadlines

- Institutional work plan -- Ron (*postponed to 11/7 meeting*)
- NILOA survey -- Sonya (*postponed to 11/7 meeting*)

4. Quick DQP Conference Debrief -- Carol and Ron

5. Next Meetings: (877)807-5706; Host Code: 510577; Participant Code: 253115

- Core Group Meeting: November 7th, 2:00 to 3:00 p.m.
- Information Forum: November 14th, 2:00 to 3:00 p.m.
- Core Group Meeting: November 21st, 2:00 to 3:00 p.m.
- IT and IR meeting: November 28th, 2:00 to 3:00 p.m.
- State-wide conference: May 17th at PSU?