DQP Core Group Conference Call
Regular Meeting

December 5, 2012 2:00 pm
Phone number: (877)807-5706; Participant Code: 253115 (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 – absent larry.cheyne@state.or.us	OUS Chancellor's Office	Karen Marrongelle - present Karen_Marrongelle@ous.edu
Tillamook Bay Community College	Connie Green – absent green@tillamookbay.cc	Portland State University	Gary Brown - present browng@pdx.edu
Umpqua Community College	Mark Williams – absent mark.williams@umpqua.edu	University of Oregon	Dev Sinha – absent dps@uoregon.edu
Co-Coordinator	Ron Baker - present bakerr@lanecc.edu	Co-Coordinator	Carol Schaafsma - present schaafsmac@lanecc.edu
Lane Community College	Don McNair - present mcnaird@lanecc.edu	Lynn Nakamura - present nakamural@lanecc.edu	Anna Kate Malliris - present mallirisa@lanecc.edu

1. December 12, Information Conference Call   Carol, Ron
    - Review draft agenda (see attached)
    - Faculty will be on their winter break on December 12th so the report on the conversation at OUS learning outcomes and assessment team will be moved to January. If Gary is able to be on the call, may have a discussion about how important language is to the DQP discussion.
    - Still need to think about the timeline and process for the in-kind contribution form. Would want a single log-in for the work plan and the in-kind contribution form. Could update the in-kind contribution form regularly but it would need to be current before or when the reports are due. Will let the group know that the in-kind contribution form will be showing up soon.
    - Matt will be working on making the work plans more visible to other institutions and the world at large.
    - Deadline for the activity report is set for March 1st of each year. Progress report due to Lumina in late April and at the end of June. Carol and Ron will take the individual reports and synthesize them into the report to Lumina in April. The end of June report would then add information from the Spring Conference.
    - Will hold video Information conference on February 13th from 2-4 p.m. Anna Kate will send the request to the institutional leads with a deadline for the IP address information for all of the people wanting to video conference in from their institution. I will turn all of this information over to Blue Mountain to build the video conference. I will ask Larry Cheyne for a larger phone line and that will be the default for anyone who misses the deadline for providing an IP address.

2. Clarification on Role of PI's   Karen
    - How do we set priorities? How do we set the work plan?
    - Questions about some of the fiscal issues; reports, authority to make expenditures, etc.
    - At what level do we include Lumina?
    - What do we need to do once the work plans are submitted?
    - Alignment between work plans and grant deliverables? Feedback to the institutions on their work plans?

3. Spring Conference Planning
   - Theme or topic for speaker/professional development (item postponed)   Ron, Carol

4. Updates
   - Work Plan deadline changes   Ron
   - Distribution of funds – final document (see attached)   Carol
   - Student Success conference proposal update   Carol
   - NILOA Survey   Lynn

     o Institutions were notified that the Work Plan deadline was extended to December 14
     o Distribution of funds document was confirmed with the change of language to replace "school" with "institution" in the Financial Disbursement column.
     o Overview of proposal for Student Success conference was presented. It provides a general description for the session. More specific information on institutions that will present will be provided in January.
     o Work continues on the NILOA surveys. Malloy will provide information when he completes his analysis

5. National Review Committee
   - Membership (see attached)   Ron
   - Population Process   Carol

     o Suggested that National Resource Group might be a better name for the previously named National Advisory Board. There may be a greater role for Oregon-centric representatives than just dissemination. Additional discussion about the role of the NRC needs to take place.

6. Other Business (None discussed)

7. Information: Upcoming Meetings (877)807-5706; Host Code: 510577; Participant Code: 253115
   - Information Phone Conference: December 12, 2:00 to 3:00 p.m.
   - Core Group Phone Conference: December 19, 2:00 to 3:00 p.m.
   - IT/IR Phone Conference: December 26th - conference call has NOT been cancelled and all future IT/IR conference calls will be at 3:00 on the fourth Wednesday of the month, rather than 2:00 on the fourth Wednesday of the month.