

School of Education Staff Meeting Minutes

January 9, 2020

Present: See attached sign in sheet

- I. Welcome
- II. Icebreaker
- III. Announcements/Notifications/Information
 - Building Report: Kim Chrestman
 - Exit Doors must be cleared of all objects at all times
 - Working on a solution to assist custodial staff
 - Take all large items or excessive trash to the dumpster behind Guyton Annex. Do not leave trash outside a room or next to a trash can.
 - Any building concerns or question, call or email Kim
- IV. Important Dates
 - Martin Luther King, Jr Day
 - SOE Offices will be closed 1/20/2020
- V. Overview of December 2019 Staff Meeting
 1. What is a NIC?

A Networked Improvement Community is a distinct network form that arranges human and technical resources so that the community is capable of getting better at getting better (Englebart 2003).
 2. Discussed how creating a Staff SOE NIC will benefit the School of Education

This NIC will provide a “safe place” for SOE staff to work together to solve problems that affect the School of Education. It will also help to teach SOE staff how to identify problems, determine strategies/ideas to solve the problems, learn how to use different tools/concepts to test strategies/ideas, identify effective strategies/ideas and solutions, learn how to collect data and how to report results and findings.
 3. Identified Problems within the School of Education and discussed if they were solvable or unsolvable

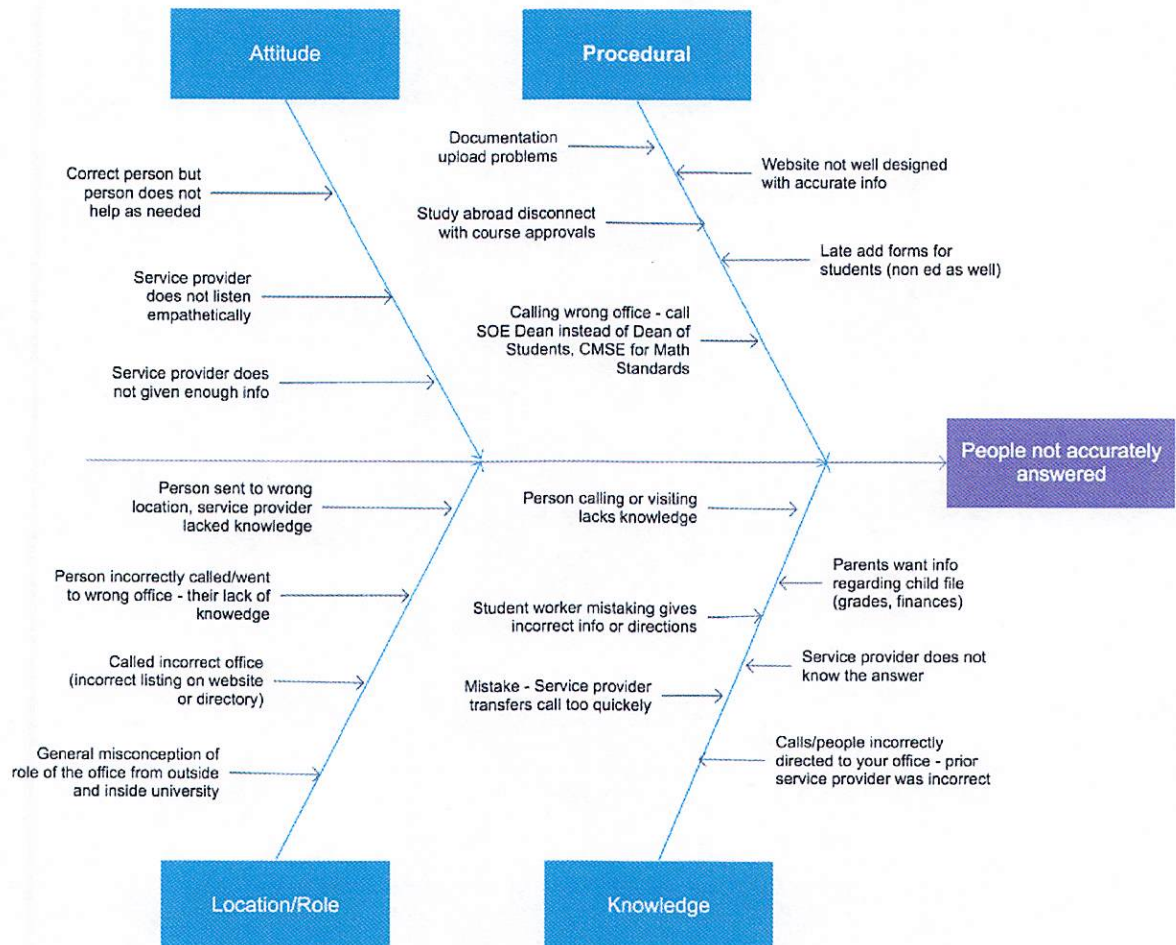
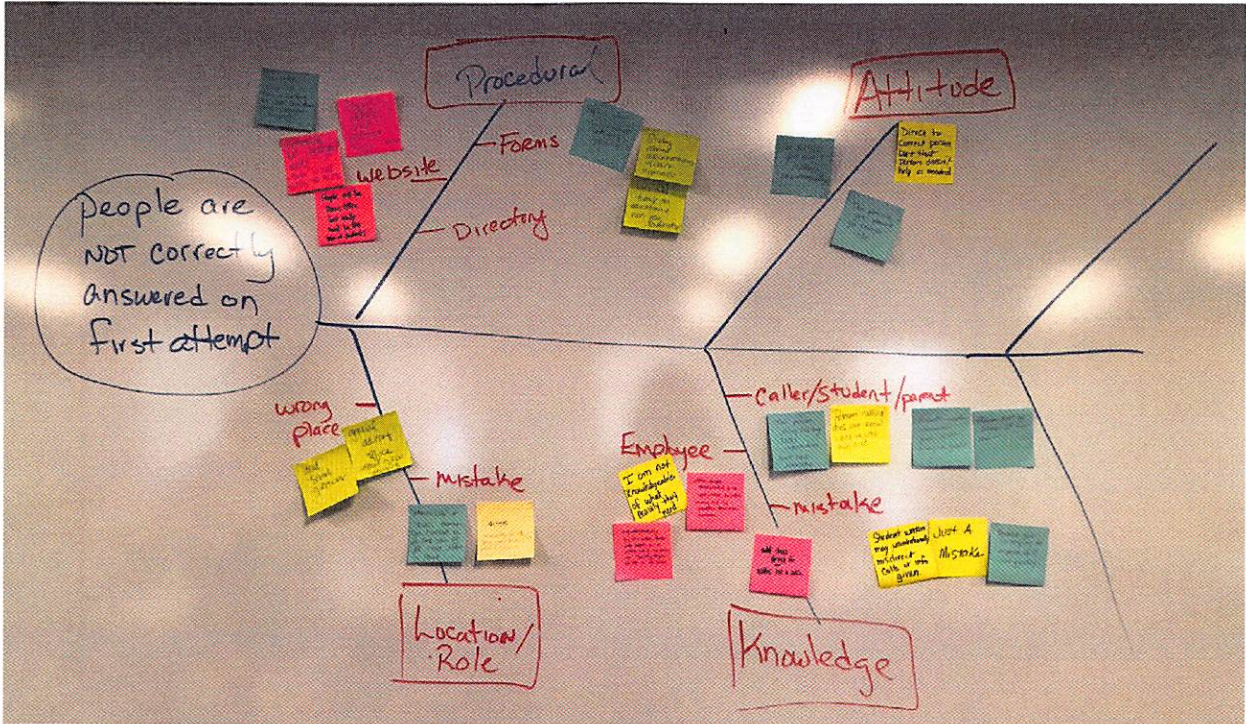
The problem that was identified by all staff present at the meeting dealt with phones and students not being directed to the correct location.
 4. Discussed and explained a Plan-Do-Study-Act (PDSA) Cycle
- VI. SOE Task Request Form

Electronic form is located on the SOE Home Page under Faculty & Staff Links

Discussed the process

Effective date of implementation: 1/9/2020

VII. Completed a Fish Bone Diagram for the problem that was approved during December 2019 Staff Meeting: A person is not being answered correctly on the first attempt



VIII. Discussed upcoming February 2020 Meeting activity: **Driver Diagram**

A **Driver Diagram** is a tool that helps to translate the work from the Fishbone Diagram—which defined the problem, contributing factors, and related causes—into a clearly articulated aim and goals to meet the aim.



The **Driver Diagram** takes the problem statement, transforms it into an overarching aim, and identifies ways to address the factors that might contribute to the problem.

Teams use the **Driver Diagram** to identify a logical set of smaller, more tangible goals and then select a specific action or change that might address these goals.

IX. Upcoming Tentative Staff Meetings: Guyton Hall 115

February 17, 2020 March 16, 2020 April 13, 2020 May 4, 2020

Staff Meeting Sign In Sheet

		1/9/20	2/17/20	3/16/20	4/13/20	5/4/20
Blake	Adams	BA				
Megan	Black					
Anna	Brantley					
Sandra	Carver	SC				
Kim	Chrestman	KC				
Holly	Coffey	HC				
Billy	Crews	BC				
Jacob	Ferguson	JF				
Angie	Gurner	excused				
Tori	Huckaby	excused				
Sandra	Kyle					
Melissa	Leach					
Justin	Mills					
Kara	Parham	KP				
Donna	Patterson	DP				
Clay	Pounds	excused				
Meredith	Sessums	excused				
Briana	Stewart					
Michelle	Wallace	MW				
Dean	Rock	DR				
Amy	Wells Dolan	AWD				
Kelli	Coleman	KC				
Amy	Williams	AW				