

School of Education Staff Meeting

December 4, 2019

Present: See attached sign in sheet

I. Welcome

II. Icebreaker

III. Recognitions

#SOE GivesBack was a huge success. Over 500 items and \$110 worth of gift cards were donated to the Ole Miss Food Bank and \$1423 was donated to the Adopt-A-Basket, which provided 20 Thanksgiving baskets to UM faculty/staff in need. Team 2, under the leadership of Melissa Leach, raised the most money and earned her team members SOE sweatshirts.

IV. Announcements/Notifications/Information

- Upcoming property audit: Kelli Coleman

A UM property audit by the State Auditor's Office will be conducted in February 2020. Kelli will be looking for every item assigned to the School of Education's asset report the week of December 9-13. She will do a last minute check in January to identify any changes. Please have all inventory items that may be stored in drawers/cabinets and place them on your desk where they can be easily identified. Equipment loans also need to be updated. These forms have been distributed to faculty/staff.

V. Important Dates

Christmas Break

SOE Offices will close @ 5pm on Friday, December 20, 2019, and will reopen on Thursday, January 2, 2020

SOE Cookie Swap and Potluck

Monday, December 9, at 10am in Guyton Hall Room 115

VI. Introducing a Staff SOE Networked Improvement Community (NIC)

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. At the January Staff Meeting, we will begin developing a driver diagram using this problem.

VII. NIC Team Activity

Mr. Potato Head Activity

Demonstrated a problem solving NIC concept called PDSA (Plan-Do-Check-Act) cycle

This concept is important to show how rapid, small scale testing can accelerate learning and build knowledge. It also shows how NICs can accelerate learning by seeing how changes perform across diverse contexts. Understanding this concept will be helpful when we begin developing a driver diagram in January.

I. SOE fall/spring staff meeting dates:

January 10, 2020 February 10, 2020 March 18, 2020 April 15, 2020 May 6, 2020

Staff Meeting Sign In Sheet

		9/23/19	^{12/1/19} 11/22/19	1/15/20	3/18/20	5/6/20
Blake	Adams	BA	excused			
Megan	Black	—	—			
Anna	Brantley	—	—			
Sandra	Carver	SC	excused			
Sarah	Cervantes	<hr/>				
Kim	Chrestman	Kim	excused			
Holly	Coffey	HC	—			
Billy	Crews	excused	BC			
Jacob	Ferguson	JF	JF			
Angie	Gurner	Angie	AG			
Judy	Hopper	<hr/>				
Tori	Huckaby	th	excused			
Sandra	Kyle		excused			
Melissa	Leach	ML	ML			
Justin	Mills	JM	JM			
Kara	Parham	KP	—			
Donna	Patterson	DP	excused			
Clay	Pounds	CP	CP			
Meredith	Sessums	MS	MS			
Briana	Stewart		—			
Michelle	Wallace		—			
Dean	Rock	DR	DR			
Amy	Wells Dolan	AWD	AWD			
Kelli	Coleman	KC	KC			
Amy	Williams	AW	AW			