

## May 2<sup>nd</sup>, 2013 - Monthly CQI Meeting Notes

**Agenda** - to identify project goals, needed resources (people, money, etc.), likely timeframe for involvement, and metrics for these committees: Coaching and Mentoring Committee, Diversity Committee

### **Coaching and Mentoring Committee**

**Members:** Present – Yuwei Zhu, Ayumi Shintani, Tatsuki Koyama, Amy Graves; Not Present – JoAnne Alvarez

#### **Goals:**

- Define “Coach” (or mentor) and note its functions
- Decide whether or not this is required
- Decide on the number of coaches to have
- Decide whether or not one’s supervisor can be one’s coach
- Decide how a coach is picked – are they assigned? Are they selected by the person being coached?

**NeededResources:** TBD

**TimeframeforInvolvement:** TBD

#### **ActionItems:**

- 1) Send surveys to department: one to see who is interested in having a coach and one to see who is interested in being a coach (1 month)

**Metrics:** TBD

#### **OtherNotes:**

- This committee will deal with staff only. There will be a separate process for faculty in which Dr. Harrell will be involved.

### **Diversity Committee**

**Members:** Present - WJ Cunningham, Dexter Duncan, Linda Stewart, Mario Davidson, John Bock; Not Present – Dale Plummer

**Goals:** Goals are outlined in document prepared by Dr. Churchwell. These include seminar presentations, clinics, teaching, recruitment, etc.

**NeededResources:** Diversity within the committee

**TimeframeforInvolvement:** TBD

#### **ActionItems (3 months):**

- 1) Review document to figure out next steps
- 2) Meet with Dr. Churchwell
- 3) Identify new members

**Metrics:** Point system set up by Dr. Churchwell’s group

#### **OtherNotes:**