

June 6th, 2013 - Monthly CQI Meeting Notes

Agenda - to identify project goals, needed resources (people, money, etc.), likely timeframe for involvement, and metrics for these committees: Orientation, Coaching, IT Promotions

Orientation Committee

Members: Present - Cole Beck, WJ Cunningham, Xue Han, Samuel Nwosu, Ben Saville; Not Present - Cathy Jenkins

Goals:

- Create separate hard copy manuals for new staff employees, new faculty employees, and supervisors

ActionItems:

- [Committee to meet in July](#)
- [Determine what will be included in the manual by the Fall \(about 3 months\)](#)

OtherNotes:

- WJ Cunningham has been added to the committee to meet the administrative resource need.
- Suggested that the manuals/packets provide resources to “get the job done”.
- Suggested e-link to manuals for existing staff and faculty
- Suggested the documents include 3 or 4 stipulated knowledgeable “Go To” persons for various areas such as HR or Linux questions
- Suggested that all should make greater efforts to be more friendly to new persons – how to get that word out?

Coaching and Mentoring Committee

Members: Present - Joanne Alvarez, Amy Graves, Tatsuki Toyama; Not Present - Ayumi Shintani, Yuwei Zhu

Goals:

- Determine how to initiate mentorship

ActionItems:

- [Talk to faculty and senior staff biostatisticians regarding being mentors](#)
- [Back in 3 months to discuss amended goals](#)

OtherNotes:

- The committee met and determined the usefulness of a needs assessment. A survey was created (attached on the CQI page under June 2013 notes), distributed to staff biostatisticians, and the results collated into the flowchart attached (also attached under June notes). The flowchart included a well stated definition of mentorship (career focused) vs supervision (work focused), as follows:
 - “Mentorship is a close relationship between a junior person and a more knowledgeable and experienced senior person who helps with professional growth, general guidance, and career development...”
 - Supervision “involves management of work in order to efficiently reach project goals and deadlines”
 - “Often, but not always, supervisors become mentors”
- Survey Results: 18 respondents of 19 surveyed.
 - 100% of those who replied that they did have a mentor, indicated their supervisor was also their mentor
 - 10 would like to have a mentor or additional mentorship
 - Based on large (10) indication for additional mentorship, systematic approach may be needed for creating mentoring relationships.

IT Promotions Committee

Members: Present - Dale Plummer, Jeremy Stephens; Not Present - Thomas Dupont

Needed Resources:

- Additional committee members outside of IT force
 - Specifically identified Linda Stewart as being needed
 - Also need one member to be either staff or faculty biostatistician; asked CQI committee to identify this person

ActionItems:

- Committee to meet to determine goals and timeframes (1 month)