

## September 5th, 2013 - Monthly CQI Meeting Notes

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

### IT Promotions

**Members:** Present – Dale Plummer, Linda Stewart

**ActionItems:** [Back in October](#)

Nothing to report

### Coaching

**Members:** Present – Amy Graves, Meng Xu, Yuwei Zhu

**ActionItems:** [Back in November](#)

- [Get faculty feedback on willingness to participate](#)
- [Find out about possible conflicts of interest](#)

### **OtherNotes:**

- The goal of the committee is to encourage staff that they have someone to whom they can talk and feel comfortable approaching for career advice.
- Three months ago, the committee presented the results of a survey showing that more than 50% of the staff biostatisticians (95% response rate) were interested in this type of mentoring.
- The committee is thinking that something less structured will probably be best (informal lunches with mentors).

### Orientation

**Members:** Present – WJ Cunningham, Xue Han, Sam Nwosu, Cathy Jenkins

**ActionItems:** [Back in December](#)

- [Finish wiki resource page](#)

### **OtherNotes:**

- The committee has created a wiki page called DeptOrientation that has a list of resources for all employees as well as for specific job subsets.

### Promotions

**Members:** Present – Frank Harrell

**ActionItems:** [Back in December](#)

- [Catch up on Biostat III reviews](#)
- [Need to meet more often with supervisors \(at least 2 times per year\)](#)
- [Develop system for collecting collaborator feedback](#)

### **OtherNotes:**

- Biostatistics has one of the most active promotions committees of any department.
- The committee bylaws have been completed.

### Other points of discussion

Frank asked Meng Xu about things that the department could learn from the Cleveland Clinic. Meng explained that, at the Cleveland Clinic, when a new person starts, everyone comes and introduces themselves. After working at Vanderbilt for months, she still hasn't met everyone. The department could work on making new employees feel welcome and comfortable. Cleveland Clinic also utilizes a central UNIX system for file storage and sharing. The system employs various levels of security and allows individuals to access other people's work.