

CCPRO Executive Committee Conference Call Meeting
January 9, 2010
Minutes

Participants: Crystal Baird, Dale O'Neill, Matthew Smith, Anne Hennis, Dave White, Keith Brown, Dorie Richter, Paul Earls, Bo Harmon

Review of Minutes

The meeting began at 10 a.m. Minutes of the December meeting were approved.

Treasurer's Report

Bo Harmon reported that the checking account total is \$5466.96, and the savings account total is \$8188.35. Travel expenses for the CCPRO regional training have been made to Bobbie Fry, Paul Earls, and Ashley Davis.

Regional Reports

- *Western Region Report*

The Western Region has not met since the December Executive Committee conference call. Dave discussed Western Region feedback on the recent training session; many expressed a desire for training sessions devoted to acquisition of particular skills (for example, identification of non-completers). Although some expressed interest in SPSS or SAS training, there was no consensus on one type of training desired by all; therefore, the plan is to set up training in the various requested areas. Crystal suggested sharing the feedback from the training sessions with the other regional representatives. Dave discussed the varied technology used throughout the system and the difficulty in providing "one size fits all" training opportunities. The Western Region will strive to provide the type of training requested as well as contact information for those with expertise in particular areas.

- *Central Region Report*

- Anne reported that she has requested input on possible topics for the March 19 Annual Meeting afternoon session for the Central Region but has received no responses.

- *Eastern Region Report*

- Matt reported that Eastern Region held its training session on December 3. Some technical difficulties were experienced but informal feedback was generally good. He is seeking suggestions for the Annual Meeting afternoon session and is possibly considering a session featuring queries for developmental placement data. He is considering two shorter sessions for the afternoon, with one being research-based and the other planning/institutional effectiveness-based.

Old Business

- Keith reported that he had received 16 new requests for license codes to install SAS, bringing the total to 27.
- Annual Meeting
 - The group decided to follow last year's format for the Annual Meeting.
 - Keith reported that he had contacted Peter Ewell as a possible speaker, but he was not available to for the Annual Meeting.
 - After discussion of possible focal points for the keynote delivery, pro's and con's of various delivery options, and possible speakers, the group elected to extend an invitation to Chris Baldwin (Program Director, Jobs For the Future). If he is unavailable, Keith will contact Kent Phillippe (Senior Research Associate with American Association of Community Colleges).
 - At various points in the discussion, it was noted that attempts should be made to involve new CCPRO members and that meeting plans should take their needs into account. Accordingly, the group planned to include a "new members" session and to request that new members identify themselves on the registration form. (Mark Puterbaugh will be contacted to confirm what has been included in "new member" sessions in the past.)
 - Dorie volunteered to conduct the evaluations of the meeting.
 - Bo will handle the registration, which will have a March 5 deadline.
 - Lunch and snacks will be provided at each site. Anticipated costs for snacks and lunch are \$15 per person.
- *Software Evaluation Council*

Dave reported that the Software Evaluation Council will hold a conference call meeting during the second week in January. Questions for a survey are being formulated and reviewed with an anticipated completion date of early February. Executive Council members were asked to forward any questions they would like to include.

New Business

There was no new business.

Adjournment

The next meeting was scheduled for February 19, 2010 at 10 a.m. The group adjourned at 11:45.

- Action Items:
 1. Contact potential speakers for Annual Meeting. (Keith)
 2. Finalize topics for afternoon sessions of Annual Meeting. (Anne, Matt, Dave)

3. Post meeting information as available on website. (Paul)
4. Prepare registration form. (Bo)

Respectfully submitted,

Dale A. O'Neill

CCPRO Secretary