



October 10, 2005

ODMH Project Team Meeting

Meeting Minutes

- I. Review Minutes from September Meeting to determine what has been accomplished and what is yet to be done.

Honoraria – Lenore Schneiderman and Helen Walkerly. Kate will determine how to get \$50 checks to them.

“Assessments” in Student Workbooks – We agreed put them in the Student Workbook, call them Learning Assessments and let faculty know that they can choose whether or not to use them as classroom assessments.

Format for log/journal that we will ask faculty to keep, mid and end course evaluations – Carla will be responsible for these. Field evaluation – Kate will ask what supervisors currently use to evaluate TPWs. Dawn Snyder also developed a self and supervisor assessment for workers based on the 26 competencies.
- II. Review activities since last meeting
 - A. Contracts: We have a signed and executed copy of the subcontract with Sinclair for Linda, and have successfully, after much delay, executed the Personal Services Agreement with Paul. He has invoiced us and should have the check this week.
 - B. Meetings review:

Kate reviewed meetings held since the beginning of the project: Ohio Coalition of Associate Degree Human Service Educators (2/18/05), Twin Valley/Sinclair Team to review best practices (4/19/05), ODMH Educators and Training Officers (6/16/05), two ODMH/OCSEA quarterly meetings (8/9/05 and 9/14/05), three site based team meetings each at Summit and Northfields, 8 Dayton based project team meetings, and one conference planning meeting.

For the October 20th Conference, we have the following information to present about the Summit pilot: the class will begin on Feb. 7, 2006, meeting two times a week on Tuesday and Thursday from 2-4pm in the Blackwell Conference Room. They will urge everyone to take the Compass test but are not requiring it. They have agreed with the union on a class size of 20. During their initial canvass, they found that 42 TPWs expressed interest. For Northfields/Tri-C: they have agreed on one day/week for 3 hours. Don't know the day and time yet. Tri-C will check to be sure that there is no objection to them offering the class at Northfields, which is in Summit County. They anticipate no difficulty.

Kate reported on the quarterly meeting with ODMH. Someone wondered when we could publicize the program to the other BHOs statewide, and it was decided to wait because there will be no availability of the course before next fall. It was decided that summer courses would be too difficult to implement because of vacations. Georgia suggested that when it begins to be publicized, the flyer from Summit could be

modified. Kate asked for a discussion of how the courses can be institutionalized moving forward.

C. Curricular development

Kate, Carla, and Carla have reviewed the curriculum based on the feedback we received. We will be reviewing and revising the assessments, scaling down the resources, and will provide a CD with the resources to the conference participants.

D. Curricular Roll Out

1. Faculty teams: Vickie Fitts is the other Tri-C faculty. We still need to figure out how we will get Tri-C and Cincinnati State their \$2,000. Linda will email both contacts and ask how they want that done. A subcontract will go through the institution, while a consulting or personal services contract can go to an individual.
2. Conference: 37 people are registered for the October 20 conference, with 24 indicating that they will be at the dinner. 12 community colleges (CCs) are represented.

- a. Agenda – we talked through what each speaker will cover: Project Background, Current Activity, and Intended Outcomes. Kate will ask Georgia to talk about the intended outcomes from ODMH's point of view: better educated workforce, greater competitive advantage for offering mental health services, better partnerships with the community. Linda will talk about intended outcomes for CCs: increased student enrollment, best quality care for mental health, obvious partners for this initiative because already have ties to BHOs. For current activities, Kate and Irene will talk about the nuts and bolts of the pilot projects. Linda will e-mail Irene to be sure that she is prepared to talk about times, dates, hours, place, whether screening will occur, anticipated number of students, how recruiting is being done, how registration is being done, how shift coverage is being handled.

Each speaker on the panel (11:15am-12:00pm) will be given 10 minutes to talk. Will ask Don Conley to give TPW job description, history of the job title, how TPWs fit into the larger scene and how they work with others. Will ask Vic to talk about highlights of the course offered here and what motivated him to develop the course with Paul.

Kate and Carla (1pm-2:30pm) will give an overview of how this course was developed, the process we went through to document what is required, walk them through the curriculum. Carla will give a comprehensive discussion of the evaluation and talk about the evaluation of the curriculum and how the pilot is being evaluated.

Discussion and small group work. We will look into preassigning groups so that all stakeholders are represented in each group. Linda suggested different colored name tags for stakeholders (faculty, BHO staff, Workforce Development Team members – maybe get them a ribbon). Small groups should discuss what are CC's current partnerships with BHOs and other agencies or businesses for workforce development and any lessons learned, where would the pilot course and the broader sequence of courses fit within their curricula (example, special topic, existing major, electives, etc.), do BHOs have classroom space, on-site offering vs. off-site, what will the student population of TPWs be like, CC's requirements for admission (one course vs. certificate vs. degree program). We will expect the groups to report out their discussions.

- b. Gifts for speakers – yes, will ask Annemarie to think of something.
- c. Accommodations – are arranged for those who requested.

III. Communication/Management

A. Website – Kate will check that minutes and quarterly reports are there. Kate is working on the quarterly report which was due 9/30.

IV. Evaluation – Carla is working on.

V. Next Steps

Kate - will check to be sure minutes are on the web site

Will check with BHOs to see what supervisors now use to evaluate workers, and will send them a copy of the self and supervisor assessment developed by Dawn Snyder.

Carla – Will develop format for journal for faculty, mid and end course evaluations.

Will develop conference evaluation

Linda – Will e-mail Janice and Irene and ask how to structure their payments

Will draft letter to Mike Hogan and Community College deans.

Will e-mail Irene re: her presentation on Oct. 20.

NEXT MEETING NOVEMBER 30, 2005