



January 23, 2006

ODMH Project Team Meeting

Meeting Minutes

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

November meeting minutes are not yet posted to the website.

Quarterly Report for September 30 is postponed for a combined quarterly report December 30, 2005.

Carla continues to get all of the evaluation tools completed.

- II. Review activities since last meeting

A. Contracts

For CCC there will be a grant made to the CCC Foundation for the faculty and a separate tuition bill will come for the students who are registered for the course. For CSTC WSU will be billed for the costs of the course through the CSTU Workforce Development Office.

B. Meetings Review

Summit/CSU had meet and greet meet as did Northfield and Tri-C. Students are all enrolled, and class is ready to begin. Curricular materials have gone out in paper and electronic formats. We ended up having to pay for copyrights on several articles.

ODMH Quarterly—currently there are no meetings scheduled with ODMH

Mid term meetings will be scheduled with both sites faculty and training/site staff.

The agenda for these meetings will include: Logistics, curricular materials review, assessment of student preparedness and support, site based issues, whether anything is needed from ODMH/OCSEA/WD Steering Committee, planning for end of course celebration/graduation, overall what's working, what's not, teaching style, what was expected vs. what's going on, etc., review of teaching journal and critical incidents, field evaluation and follow up from supervisors, training staff reminder

End of term meetings should review all of the above plus: overall feedback and evaluation of curricular, marketing to other community colleges, what difference it makes to offer through department of corporate

At the Coalition meeting on February 17, explore previous partnerships and best place to offer courses, etc.

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Lively discussion among team members re: pros and cons of each option.

C. Curricular Development

Feedback from faculty, training/site staff and students most important now following pilots

D. Curricular Roll Out

See above

III. Communication/Management

- A. All meeting minutes should be on website
- B. All quarterly reports should be on website
- C. Check with ODMH/OCSEA re curricular materials on website

IV. Evaluation

V Deliverables

V. Next Steps

- A. Next Dayton Based Team meeting March 13, 2006
- B. Schedule mid term and end of term meetings with faculty/site staff and students at end of term
- C. Get end of term celebration/graduation date set
- D. Carla Develop weekly reflection for faculty journal/e-mail
- E. Linda develop survey for February Coalition meeting
- F. Kate will continue to work with ODMH re: meetings and next steps and curriculum on website
- G. Kate will get reports and meeting minutes on website