



September 12, 2005

ODMH Project Team Meeting

Meeting Minutes

- I. Review Minutes from June Meeting to determine what has been accomplished and what is yet to be done.
- II. Review activities since last meeting
 - A. Meetings Review: Kate reported on her meeting with ODMH
 - B. Curricular Development is underway, based on the reviews received so far. Additionally Joan Gravel is taking responsibility for drafting the assessment and worksheets identified in the curriculum.

We determined that most of the assessments should be labeled “Learning Assessments” so that the faculty could determine which of the many they would like to use. However, the assessments will be in the Student Workbooks as a kind of self test for them to review.

We also determined there would need to be documentation on the syllabus, that there may be additional in class assessments as determined by the professor both for assessing the effectiveness of teaching and to assess student knowledge, and that the assessments that will count for a grade are the ones in the Student Workbook.

- C. Curricular Reviews have been completed by faculty Walkerly, Diritsky, Schniederman, Mowrey, VanMarter, and Curry; and by ODMH staff Weimer, and Bowles; and by Workforce Development. We would still like reviews from Tom Lehman, Mary Wilson, the Debra Davis, and Sharon Williams, all of whom have copies of the curriculum.

We need to figure out how to get honorarium to the faculty who reviewed with some expectation of support for their work.

The Carlas and Kate agreed to make modifications in the curriculum based on reviews to date.

Linda agreed to review assessments.

- D. Curricular Roll Out

Faculty Teams: We determined we needed another meeting with the Summit site based team before the conference in order to insure we have all the nuts and bolts of the initial roll out prepared to share with attendees, and this will help to insure things are moving

Administrative Offices

Wright State University Eugene W. Kettering Center
140 E. Monument Avenue
Dayton, Ohio 45402
(937) 775-1114
(937) 775-1110 FAX

Division of Community Health Advocacy

Sinclair Community College
444 West Third Street, Building 13 Room 204
Dayton, OH 45402
(937) 512-4041
(937) 512-4040 FAX

along at the site based teams re: recruitment, etc.

Irene Diritsky agreed to meet with Bob Buchanan and the site folks at Northfield.

Linda will get the name of the other faculty member for Tri-C.

- E. Conference: Brochure went out to over thirty faculty by invitation only thanks to the list Linda provided.

III. Communication/Management

We discussed the usefulness of putting the Quarterly Reports on the website.

IV. Evaluation

We discussed developing a format for a journal/log that we would ask the faculty to keep during the pilot course to help with qualitative evaluation, something that could be done electronically through e-mail.

We discussed developing both a mid term course evaluation and a final course evaluation for both students and faculty to complete.

In terms of the Field Level Assessment, we decided we should use already existing Supervisor Assessment Tools, and we need to get a copy of one and make arrangements to do this with students after course ends.

V. Next Steps

See text above

Administrative Offices

Wright State University Eugene W. Kettering Center
140 E. Monument Avenue
Dayton, Ohio 45402
(937) 775-1114
(937) 775-1110 FAX

Division of Community Health Advocacy

Sinclair Community College
444 West Third Street, Building 13 Room 204
Dayton, OH 45402
(937) 512-4041
(937) 512-4040 FAX