

## **Blue Ribbon Commission Meeting Record**

*(Draft version, revised/approved at next BRC meeting)*

May 20, 2005

Telephone Conference Call: 2:00 p.m.-3:00 p.m. Central DST

Respectfully submitted by Johanna Dvorak

### *Members in Attendance:*

David Arendale, Nancy Bornstein, Jane McGrath, Johanna Dvorak, Vashti Muse

### *Topic Outline of Meeting:*

1. Introduction of BRC members with one another
2. Review and approve BRC meeting minutes of March 10, 2005
3. Review BRC goals and objectives
4. Review agenda for BRC meeting and revise as needed.
5. Report on actions by ACDEA regarding the policy for selecting and maintaining representation on the BRC and other policies related to the BRC work.
6. Assess what data is needed for the BRC work. Develop plan to requesting data from member associations and organizations.
7. Discuss and make suggestions for improvement of the BRC web site, <http://blueribboncommission.org>
8. Schedule next six months of telephone and face-to-face meetings.
9. Work on preliminary outline for October 7-8, 2005 BRC meeting.
10. Develop consensus on work projects for the next six months.
11. Begin conversation of strategic planning for the field (SWOT model)

### *Notes by topic outline of the Meeting*

1. Introductions
2. March 10, 2005 minutes were approved. Jan Norton withdrew her name as Communications Chair, so we will need to find a replacement. This individual will take charge of the website, establish a listserv, assist with communications both within and outside the group, and write a news release on the website.
3. The group was in agreement with BRC goals and objectives.
4. The agenda was followed.
5. Hunter Boylan was not in attendance, so we did not have an official report from the ACDEA that addressed issues concerning the BRC. However, we heard unofficially from other sources that the ACDEA voted that each organization will have one vote on the BRC. This will equalize the vote for organizations that do not have the maximum number of three representatives. David Arendale indicated that BRC members could write a minority report in the event of differing views on a recommendation or official action. The BRC will receive more information about ACDEA actions and engage in additional discussion on this issue at the next meeting.

6. The group discussed data needs draft document to determine overlap and key information about the organizations for our strategic plan.
7. The committee reviewed the BRC website. Nancy Bornstein will notify the BRC member organizations about its existence through a press release that may be published in their association newsletter or made available through their web site.
8. David Arendale will call/email members about a date/time for another conference call before our October 7 meeting in Milwaukee.
9. Jonnie Dvorak and David Arendale are in contact with Wendy Wilson of NCLCA about the room/location for the Milwaukee meeting. We will meet on Friday afternoon, evening and Saturday morning.
10. Deferred to the next meeting
11. Deferred to the next meeting.

### *Decisions Reached*

I. Approved meeting records for the March 10, 2005 meeting.

II. Data Needs Draft Document: The BRC requests that organization charts and membership information be made available from each BRC member association for analysis and use at the October BRC meeting. The major focus of the October meeting is a strategic review of the profession. The purpose of the information request is to determine an accurate number of people in the field that are members of the BRC associations and the overlap of membership among these associations. This information will be kept confidential. Only enough data fields of the records are requested from the BRC associations to allow comparison with other association databases to identify duplications (*i.e., person's name, institution name, city, state*). The membership database records will be deleted after their use, The data will be used to create a short summary report for use by the BRC and provided to the ACDEA.

III. The BRC will discuss further research needs from the BRC member associations at a future meeting. Some of the requested information categories may include: member demographics, special interest group membership, as well as the length of time in learning assistance and in higher education for the individual member.

IV. The BRC requests that Hunter Boylan evaluate the interest of the National Center for Developmental Education to serve as an impartial and confidential resource for analyzing the membership database of the BRC member associations as mentioned in decision #2 above. If that is not feasible, the BRC will seek a private company or another college/university which could perform this service.

### *Work Items to Complete in the Next Six Months:*

1. Prepare for strategic planning during October BRC meeting.

2. Conduct an analysis of the strengths, weaknesses, opportunities, and threats to the professional field and the stakeholders that we serve (October meeting focus)
3. Submit BRC Meeting Record to the ACDEA describing the Commission's work.
4. Submit a short article to each of the ACDEA professional associations describing the BRC's work for potential printing in their association newsletter to inform their members. (*Due by late June 2005*).
5. Revise and improve an Internet Web site to disseminate information about the work of the BRC and to serve as information resource for work of the group. <http://blueribboncommission.org>
6. Conduct periodic BRC teleconference meetings between the face-to-face meetings held in conjunction with a major conference during fall and spring.
7. Develop strategies for soliciting input from members of the professional associations (*e.g., conference sessions, surveys*) as well as disseminating reports generated by the BRC.

*Calendar of Upcoming BRC Meetings:*

1. Summer telephone conference call (*details to follow*).
2. Face-to-face meeting October 7-8, 2005 in Milwaukee, WI following the NCLCA fall conference (*details to follow*). Reserve calendar for meeting to be conducted Friday afternoon, Friday evening, and Saturday morning. See [www.nclca.org](http://www.nclca.org) for conference hotel reservations.