

MINUTES OF THE SIG STEERING COMMITTEE
February 23, 2004

Meeting #2
Madison Marriot Hotel
Middleton, Wisconsin

The meeting was facilitated by Deborah Bilzing.

1. **ATTENDANCE**

A. Steering Committee members:

Susan Albert, Bert Chiang, Deborah Keys, Jenny Gilles, Peggy Helm-Quest, John Triphan, Wally Byrne, Nissan Bar-Lev, Eileen Dagen, Janis Serak, Sue Wellnitz, Mark Dyar, Tom Hefferon, Stephanie Petska, Linda Tuchman, Liz Lahm, Mary Skadah, Deborah Bilzing

B. Absent Members:

Sue Enoch, Basimah Abdullah, Patricia Yale, Jessica Clark, Phil Knobel, Jane Grinde, Don Stevens, Patricia Vickman, Tom Kratochwill, Jennifer Ladveck, Joanne Huston, Laura Owens

Guests: Michelle Ring (CESA #1), Jim Frasier

MEETING MINUTES

The meeting was called to order and introductions were made.

This was our second steering committee meeting and since we have added some new members, it was important to take time to once again introduce members and share our connections within the field of special education. Our steering committee now represents members from agencies and organizations throughout Wisconsin; CESA's, Wisconsin Council of Administrators of Special Services (WCASS), the Department of Vocational Rehabilitation (DVR), WDPI, University System (U.W.), parent organizations (FACETS), public school educators, students, the State Superintendents Council on Special Education, WEAC, as well as the Governor's Office. This steering committee truly represents a "Community of Practice".

Next, steering committee members reviewed minutes from the August meeting, as well as the mission and goals of the five year SIG. In

addition to reviewing the mission of SIG, members were reminded that the “charge” of the steering committee is to provide advice and feedback to the SIG coordinator and partners regarding program and services as well as helping to educate the public about Wisconsin’s SIG. It is expected that members will help “guide” SIG in making sure we meet our goals and stay the course. As this committee continues to meet on a semi-annual basis over the next five years, it is expected that our mission will become clearer and clearer.

During dinner, Nissan Bar-Lev, SIG web designer, presented an update about our SIG website and encouraged members to access the site and begin to contribute to the site as well. Nissan’s presentation prompted members of the committee to ask Nissan if he would be willing to design a “powerpoint” presentation that each of the members could in turn use when presenting or sharing information about the SIG. Members felt that there is so much information; it is hard to know where to start or just how to use the site. So stay tuned for more information about the development of a powerpoint navigational tool. In addition to using the SIG website as a resource, Nissan asked us to think about including the chat room as a part of the website as well. In this capacity, the site would offer “chat rooms” scheduled at specific times throughout the year and include topics and issues could be accessed and then discussed by participants. The idea of the “chat room” Nissan is proposing is not one where is an open continuous chat room, again the SIG chat rooms would have very specific topics and times for “chatting”.

After Nissan, Jim Frasier, our grant evaluator, provided an update on the process we are using for evaluation of our grant. Jim reminded members that the process we are using is not one that attempts to evaluate each and every project within the grant. Instead the “vital signs” is an evaluation designed to provide the leadership team with reports that focus on identifying which practices of the SIG indicate discrepancy between expected and actual progress in achieving SIG goals and objectives. For more on the evaluation design etc., you can access this on the website after March 20th.

After dinner, the committee addressed the last agenda item, results of “next steps”.

The results of the “next steps” survey indicated:

1. A few more “voices” need to be added to the steering committee in order for us to have the leadership we need to “steer” the grant forward.

- a. Result- we added a few more members i.e., building administrator, CESA administrator, WEAC administrator, a representative from the Department of Health and Family Services, a student, and parents.
2. we need to have some sort of “tool” for dissemination besides the website
 - a. Result- it was decided that we indeed need a brochure and perhaps at a later date a type of “newsletter”. Several members volunteered to be a part of a workgroup to bring a draft to the next steering committee meeting. Members of the workgroup are; Eileen Dagen, Mark Dyar, Sue Wellnitz, and Deb Bilzing. However, another member wishing to be a part is certainly encouraged. We hope to do most of the work electronically with at the most, one meeting before the next general meeting.

In concluding these minutes, several of the members, indicated that having an evening meeting made it more difficult to attend, in addition, while the “social” atmosphere is great, getting work done might be limited. I appreciate the feedback and as a result ask each of you to **please respond to these 2 questions:**

Which do you prefer?

1. The steering committee meet during the day from 10:30am-1:00pm or have the committee meet from 5:00pm-7:30pm?
2. In addition, is it easier for you to meet at GEF 3 (DPI) or at another location?

The meeting ended with participants sharing announcements and upcoming current events or activities other members might not be aware of. As a result, members were reminded to visit the SIG website, which will continue to provide members with current and more detailed information. Remember, the SIG website; www.wisconsinsig.org.

I will wait to set the time and place for the next meeting date of **June 8, 2004**, once I have responses to your preferences.

Action Plan/Agenda items for the next steering committee meeting include:

1. Update from Nissan about the possibility of having designated “chat rooms” for specific topics or issues through the SIG website in addition to powerpoint navigational tool for the website.
2. Draft of the brochure

3. Update from our 3rd Celebration
4. Update on the projects
5. Other....or next steps.

Meeting adjourned at 7:45pm.

Deborah