

MINUTES OF THE SIG STEERING COMMITTEE  
February 8, 2005

Meeting #5  
GEF 3  
Madison, Wisconsin

The meeting was facilitated by Deborah Bilzing.

**1. ATTENDANCE**

A. Steering Committee members:

Deborah Bilzing, Eileen Dagen, Mark Dyar, Stacy Grandt, Jane Grinde, Tom Heffron, Peggy Helm-Quest, Joanne Huston, Mary Skadahl, John Triphan, and Sue Wellnitz

B. Absent Members:

Basimah Abdullah, Susan Albert, Nissan Bar-Lev, Bert Chiang, Marcy Dropkin, Jim Frasier, Jenny Gilles, Liam Goldrick, Grace King, Phil Knobel, Tom Kratochwill, Liz Lahm, Jennifer Laveck, Laura Owens, Stephanie Perla, Charlotte Price, Janis Serak, Don Stevens, Linda Tuchman, Patricia Vickman, and Patricia Yahle

C. Guests: Jean Bowman (rep. Janis Serak), Lynn Havemann (rep. Linda Tuchman), and Stacy Heckendorf (rep. Marcy Dropkin)

**2. MEETING MINUTES**

- The meeting was called to order by welcoming and introducing steering committee members.
- Minutes from the August 9, 2004 meeting were reviewed and approved.
- Revisited the steering committees goals and purpose:  
“The SIG Steering Committee is an advisory group with the role of providing expertise, advice and feedback about SIG project goals, needs, and priorities to the Internal DPI workgroup. In addition to being ambassadors and advocates of the project, the members of the Steering Committee bring multiple perspectives and input to assist with analyzing evaluations, doing a reality check, and influence other decision making areas of the grant. The Steering committee shares

ownership of the SIG vision and mission and provides a common core of values and beliefs for the purpose of promoting the integrity of the grant and the grant outcomes.”

- Dot-Point Updates from the internal workgroup members were distributed to the steering committee members. Included in the updates was some exciting news about our SIG website. Thanks to the work of Nissan and others, the early childhood videos on our website are captioned. We are one of the first SIG sites to have captioned video as part of our dissemination. Please take some time to review our website; [www.wisconsinsig.org](http://www.wisconsinsig.org), as there are many new items.
- In addition, members received an update on activities etc., of both the special education team as well as DPI. The special education team continues to work on revising the department's monitoring system for special education. Our new monitoring process, “continuous improvement and focus monitoring” or what is referred to as CIFM, will be focusing in on 2 areas of improvement for students with disabilities; eighth grade reading and graduation rate. For more information on progress and our work around CIFM please refer to the special education website. At the same time the team is in the mists of review and next steps involved in the reauthorizing of IDEIA 2004.
- Review of the SIG design and outcome indicators was next on the agenda. Participants discussed the connections between the SIG indicators of success and the “annual performance report” (APR), the SIP (State Improvement Plan), CIFM, SEP (district level special education plan), New Wisconsin Promise, IDEIA and NCLB. Members reviewed and commented on the 15 outcome indicators of SIG success during which time it was decided that the indicators would make more sense to members once they were able to see the actual baseline data. The next committee meeting we will have the baseline data from 02-03 as well as 03-04. Please keep in mind that we are always a year behind on gathering data. It was also pointed out that in the “SIG 5 year Outcomes” we need to change the wording in bullet 3 to reflect that students with disabilities will have post “high school plans” that will...(not postsecondary)..

At this point the committee took a break for lunch to prepare for the afternoon “*world café*”

### **3. New Business - “World Café”**

- The last half of the steering committee involved members being engaged and using a model called “world café.” The “world café” is an activity designed to have participants become involved in conversations around 2-3 questions. Using this model, we gathered into café style groups of 3 and then explored these two questions:
  1. ***What is one observation or key learning that if shared with the entire project, would transform the way we work together?***  
(What has been your major learning, insight, or discovery so far?)
  2. ***What is the one thing we have yet to do that will help us reach our vision and will provide a deeper understanding and clarity?***  
(If there was one thing that hasn't yet been done in order to reach our vision, provide a deeper level of understanding or clarity, what would that be?)

Café questions are as much about discovering and exploring powerful questions as they are about finding immediate solutions. Once the questions were shared, committee members moved between tables creating “progressive rounds” of discussions. Participants wrote down or drew ideas and connections on the paper tablecloths so we are able to have a record of major insights. This allowed knowledge to be shared and “travel” between all participants. After 2 or three rounds of exploration, the steering committee came back together in a “town meeting” style conversation. By the end of any world café, all participants have had an opportunity to listen to ideas and insights. The next step was harvesting all of the ideas and discussions shared. Once Judy Sullivan and I have had a chance to “harvest” all of the conversations, we will e mail the results.

#### 4. **Announcements/Adjournment**

As a result of the work done in the world café, the committee decided it was important that we meet again before our August meeting. We are looking at holding the next steering committee meeting on May 20, 2005 from 11:00-2:00 at Olbrich Gardens here in Madison. Look forward to having everyone in attendance.

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

1. Update from Nissan about the SIG website
2. Revisiting the possibility of designing a SIG brochure
3. Update on our next **Celebration August 9<sup>th</sup>** at the Crowne Plaza in Madison (keep in mind that there is always a steering committee meeting the late afternoon before the Celebration.

Please remember to put **August 8, 2005 from 5 p.m.-8 p.m. on your calendar)**

4. Update on the projects
5. Harvesting of conversations from the Feb. 8 “world café”

Meeting adjourned at 2:15pm.

Deborah