

MINUTES OF THE SIG STEERING COMMITTEE
May 20, 2005

Meeting #6
Olbrich Gardens
Madison, Wisconsin

Meeting facilitator: by Deborah Bilzing.

1. ATTENDANCE

- A. Steering Committee members:
Eileen Dagen, Mark Dyar, Stacy Grandt, Jane Grinde, Tom Heffron,
Peggy Helm-Quest, , John Triphan, Sue Wellnitz, Susan Albert,
Nissan Bar-Lev, Marcy Dropkin, Jenny Gilles, Grace King, Phil
Knobel, Tom Kratochwill, Liz Lahm, Jennifer Laveck, Janis Serak,
Linda Tuchman, Deborah Bilzing,
- B. Absent Members:
Basimah Abdullah, Bert Chiang, Liam Goldrick, Laura Owens,
Stephanie Perla, Don Stevens, Patricia Vickman, Patricia Yahle and
Mary Skadahl, Joanne Huston
- C. Guests: Dr. Frasier (SIG evaluator)

2. MEETING MINUTES

- The meeting was called to order by welcoming and introducing steering committee members.
- Minutes from the February 8, 2005 meeting were reviewed and approved.
- Dot-Point Updates from the internal workgroup members were distributed to the steering committee members. Update on the SIG Celebration set for August 9, 2005 as well as updates from the Special Education Team concerning revision to the Department of Public Instruction's special education Continuous Improvement Focused Monitoring System (CIFM) and IDEA 2004. (A Calendar of Events for SIG 2005-07 was handed out. Please pt these dates on your calendars)

- Update on the SIG Evaluation Plan- Dr. Jim Frasier provided committee members with a PowerPoint presentation on the evaluation model as well as update on the progress in meeting our process outcomes. By the next steering committee meeting, Jim will be able to provide steering committee members with some data on progress we are making in meeting our grant's 15 SIG outcomes indicators.
- Update on the SIG website. Nissan BarLev gave an update on the website and encouraged project facilitators to send him updates to links, and other SIG products. Please take some time to review our website; www.wisconsinsig.org, as there are many new items. Our site will only be as useful and informative as we make it. Don't forget that 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.

3. New Business - "World Café"

- During the last half of the steering committee meeting, members were asked to reflect on the material collected from our last steering committee meeting and the "world café" process. At the last meeting we used this model as we explored conversations around 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?*

After spending some time reviewing the notes and talking about the various conversations that took place, the steering committee was able to identify and group the conversations around these 4 themes:

- The need to find ways for each of the target groups to share information across projects. Information focused around, what are the accomplishments, what are some barriers or areas of concern, challenges, and surprises. The theme identified, **"Sharing Information and Making Connections"**.
- The need to use some kind of system to identify all of the wonderful products, resources etc. that are occurring as a result of collaborative partnerships

and the work of the SIG grantees. Identified theme, “**SIG Systemic Change Resource Mapping**”

- The need to find ways for SIG to market evidence based best practices and the positive outcomes of this initiative. How to promote the technical assistance/professional development as well as the various products and materials that SIG has helped develop. This identified theme, **P.R.**
- The need to address what is going to happen after SIG funding ends. The theme identified, **Sustainability**

As a result of identifying the 4 themes, steering committee members agreed on these next steps:

1. Each steering committee member would volunteer to focus on one of the 4 themes and volunteer to participate in a workgroup around that particular theme. This would result in “theme workgroups”.
2. A list of workgroup members would be sent to the entire steering committee with a request that someone from each of the workgroups volunteer to take the lead for that workgroup for the up coming 2005-06 grant year.
3. Over the course of the next grant year, members of the workgroups would connect and design an action plan for their work. Keep in mind that this does not necessarily mean that members have to physically meet all the time. Given technology, there are many other ways to connect and share information than face to face meetings. In fact, e-mail and list serv’s, conference calls etc. sometime works better. Also we would set time aside at every steering committee meeting for groups to meet and work together.
4. Updates from the workgroups would be added to the steering committee agenda.

So by the next steering committee meeting in August, please e mail Judy Sullivan or me the name of the workgroup theme you would be most interested in participating in and helping provide direction to. We will spend more time in August on where we go from here.

4. Announcements/Adjournment

The next steering committee meeting on **August 8, 2005** from 5:00 pm- 8:00pm at the Crowne Plaza here in Madison. Look forward to having everyone in attendance.

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

1. Update on the SIG website
2. Update from internal Sig facilitators on the projects
3. Next Steps for the 4 themes
4. Other...

Meeting adjourned at 2:15pm.

Deborah

DON'T FORGET: The SIG Celebration for 2005 is on Tuesday, August 9, 2005 from 8:30-1:00 at the Crowne Plaza.