QA Strategy Workgroup Conference Call Notes
Wednesday 04/25/02

Attendees

Kuenja Chung	Melinda Ronca-Battista
Norm Beloin	Gordon Jones
Chris Hall	Don Gourley
Tom Parsons	Rayna Broadway
Donovan Rafferty	Michael Papp
Richard Heffern	Mark Shanis
Anna Kelley	Dennis Mikel
Keith Duncan	James Jordan
Emilio Braganza	Melvin Schuchardt
Shelley Eberly	David Musick
Leonard Marine	Scott Reynolds
Emily-Louise Harris	John Glass
Jeff Wasson	Andy Johnson

There were a number of new individuals that got on the call. If I missed your name, please e-mail me and I'll add it to the attendee list.

Roles and Responsibilities of QA Manager-

The conference call was spent reviewing the roles and responsibilities of the QA manager.   Suggestions included:

< Do not talk about the individual but the functions of this person. Some organizations have a QA manager as well as staff; others have one person that may not even function in this role full time.
< Development of a budget- ***Mike will put a list togther of the major functions of the quality system*** in order for Workgroup members (if they'd like to participate) to estimate both hours and resources (i.e., equipment costs, travel expenditures etc.) for implementation of their quality system. If we had enough responses, we might be able to come up with an appropriate "percentage" of overall monitoring costs that should be allocated to QA. This would provide management with some idea of the costs of QA.
< Training - budgets and time for QA training was highlighted. Discussion of an appropriate list of courses or a certification/accreditation process was discussed. This was an item that had been specifically addressed in the QA Strategy Report. There was a thought of providing some grant incentive for successful training (i.e., continuing education credits). Due to reduced travel budgets and problems with outside-of-state travel, we may need to look at satellite, internet or videotaped training.
< As we went through the various sections of the roles and responsibilities, corrections or additions were identified. ***Mike will make these changes and send the document back out for review. Workgroup members are encouraged to e-mail Mike with any additional comments.***