Minutes
Wisconsin Partnership Program
Evaluation Implementation Committee
10:00am January 23, 2008 4201 HSLC

Members Present: Norm Drinkwater, Susan Goelzer, Katharine Lyall (phone), Paul Moberg (phone), Maureen Smith

Members Absent: David Chestnut, Doug Mormann

Staff: Cathy Frey, Tonya Mathison, Eileen Smith

Invited Guests: Ken Croes, Ken Mount, Edward Nelson, Jordan Petchenik, Dick Reynolds

1. **Call meeting to order**

Goelzer called the meeting to order at 10:05am.

2. **Overview of agenda and meeting outcome**

Goelzer provided an overview of the agenda and the expected outcomes of the meeting.

3. **Review of Minutes of November 14, 2007**

Maureen Smith moved approval of the November 14, 2007 minutes. Goelzer seconded and the motion passed unanimously.

4. **Discuss Evaluation Focus Area (2) UW School of Medicine and Public Health Transformation**

**Present final interview list**

Goelzer distributed a revised interview list which incorporated recommendations from Dean Golden and Vice Dean Paul DeLuca, among others. Goelzer noted that the interview list must be reduced to no more than 50 individuals. There was general support by the Committee to implement a two tier approach to the interviews with the second tier including those who will be interviewed only if a clear theme has not resulted following the first tier interviews. The first tier list will include those who are familiar with the Wisconsin Partnership Program (WPP).

**Discuss pre-test questionnaire results**

Nelson reported that the UW Survey Center conducted five pre-test interviews in order to learn how best to structure the interviews. A sample of the respondents’ comments was distributed. The Committee recommended expanding the pre-test interviews to ensure the results are reflective of the final interview list.
Approve final questions

After reviewing a draft interview script, the Committee suggested the following:

- Provide the 2005 and 2006 WPP annual reports along with the letter notifying individuals of the Survey Center’s intention to interview.
- Discuss confidentiality and open records in the introduction of the interviews.
- Structure the interviews to discover ways of improving the WPP.
- Provide more specificity on MERC’s core research priorities.
- The report summarizing the results of the interviews should include a response from the WPP to any misinformed criticisms.

5. Discuss Evaluation Focus Area (5) Governance and Stewardship

Present and Discuss Operations Audit Findings and Recommendations

Dick Reynolds conducted an audit of the WPP in 2007. He reviewed processes and protocols to ensure compliance with the statutory requirements of the WPP, documented the workflow for the various grant-making processes, assessed program staffing levels, and reviewed existing technology used by WPP staff. Reynolds presented an overview of his findings and recommendations related to five governance and stewardship evaluation questions.

Present Financial Audit Process

A financial audit will be conducted to provide evidence of accountability for grant expenditures. Ken Mount addressed four governance and stewardship evaluation questions related to the financial audit.

6. 2008 Meeting schedule and agenda topics for February

Monthly meetings will be scheduled beginning in March.

7. Adjourn

Goelzer adjourned the meeting at 12:15pm.

Recorder, Tonya Mathison