

# ASQ STATISTICS DIVISION OPERATING MANUAL

## FTC Short Course Chair Job Description

### **Title**

FTC Short Course Chair

### **Purpose**

The purpose of the FTC Short Course Chair position is to be the Statistics Division's principal contact with the instructors of the Short Courses held annually in conjunction with the Fall Technical Conference in October. The Statistics Division FTC short course chair coordinates the overall planning of all FTC short courses (up to 4) – 2 sponsored by STAT, 1 each by CPID and SPES

### **Term of Office**

The term of office is one year.

### **Responsibilities**

- With the advice and counsel of the Statistics Division Education Committee Chair and input from the officers and other members of the Division, select the topics and instructors for the FTC Short Courses.
- Maintain all Division correspondence with the Short Course instructors, from the initial offer to the final thank-you after the FTC, keeping appropriate records.
- Coordinate the planning of all FTC short courses with the Short Course Chairs of CPID and SPES.
- Provide the FTC Program Chair and FTC Committee with all necessary information regarding the short courses for the registration flyer, program guide, room setup, materials reproduction, etc.
- Work with the FTC Treasurer to ensure that the instructors receive their travel expenses, materials costs, and honorariums in a timely fashion.
- Resolve any problems concerning the instructors.
- Attend the Short Course to facilitate and troubleshoot during the courses and obtain feedback for improvement.
- Attend the Division Council meeting at the Fall Technical Conference in October.
- At the end of the term of office, improve this job description and submit to incoming Chair-Elect.

### **Additional Activities (Desirable, not Mandatory)**

- Work with Officers and Division Council on planning.
- Attend the Division Council meeting at the Annual Quality Conference in May.

### **Qualifications**

- Must be a member of the Statistics Division of the ASQ.
- Must be able to commit to stated responsibilities.

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### Resources Available

- Previous holders of this position and their files of correspondence.
- This job description.
- The Education Chair, Chair-Elect, and other Division Officers.
- The Program Committee of the FTC, especially the Statistics Division representative.

### Checklist/Timetable

- By February 28th, selection and formal acceptance of instructors documented by letter to Education Chair, with copies to the Division Chair-Elect, the FTC Program Chair, and the FTC Treasurer. Letter should include:
  - Names of instructors
  - Titles of Short Courses
  - The amount of the honoraria
  - Maximum class sizes acceptable to instructors
  - Approximate cost per participant of materials provided by instructor
  - Copies of instructors' acceptance letters attached
- By March 31st obtain course descriptions from instructors and send copies to the FTC Program Chair for inclusion in the conference brochure. Also notify FTC Program Chair of course fees. Fees should be set in consultation with Education Committee Chair, but not exceed the FTC registration fee.
- By June 30th a letter to FTC Treasurer and FTC Registrar, with copies to instructors and Education Chair, giving names of instructors and title or abstract of their short course, plus a complementary FTC registration.
- Letter should state that the FTC Treasurer will reimburse the instructors per Co-Sponsorship Agreement.
- By August 31st obtain instructor biographies and forward these with course descriptions to FTC Program Chair for inclusion with conference materials.
- By August 31st obtain from the instructors all special requirements for classrooms and forward these to the FTC Arrangements Chair. Act as instructor's liaison for all arrangements; coordinate with FTC Arrangements Chair (see Guidelines)
- By September 30th send instructors instructions for sending course materials to FTC Arrangements Chair, copying the latter.
- Prepare an evaluation form for each short course. Distribute to participants and collect at the end of the course. Compile responses and provide a report to instructors. Report any relevant feedback on logistical concerns etc. to the Chair-Elect and next years Conference Chair and Local Arrangements Chair.
- Attend Short Courses, introducing the instructors and acting as facilitator and troubleshooter during the day.
- During course day, interview participants for suggestions on how to improve the Short Courses in the future. (In addition to collecting written evaluations).
- At end of course day, review arrangements for reimbursement with the instructors. Also, give them any constructive feedback you have collected from participants. Ask them for any suggestions they might have on how to improve the arrangements for, or conduct of, the short courses.
- At the Division Council meeting during the FTC, give a report on how the short courses went, including any significant feedback from the instructors and participants.
- By October 31st, send a letter of thanks to each instructor, with a copy to the Education Chair and Chair-Elect.
- Submit summary report of the FTC short courses to the Newsletter Editor for the post-FTC edition.
- At the end of the term of office, improve this job description and submit to incoming Chair-Elect.

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### **Election/Appointment Mechanism**

The FTC Short Course Chair is appointed by Division Education Committee Chair, with consensus of the Division Officers.

### **Guidelines for Selecting Short Courses**

The following may be helpful in selecting future short courses.

1. Consider the audience. Avoid selecting short courses that would each compete for the same audience. One way to do this is to have one course on a statistical topic and the other on a “soft skill.” Or, have a course on an advanced topic with the other at a fundamental level.
2. Name recognition draws attendance. Try to find someone well known in the field; especially someone who is an inspirational teacher and can offer knowledge from practical experience.
3. The course should have practical value.

### **Guidelines for Arrangements**

1. Consider ways to advertise the course and the instructor in addition to the conference brochure; such as, newsletter of the local ASQ Section in the host city, *On Q* division news section, Statistics Division newsletter, CPID newsletter, AMSTAT news, SPES newsletter, prepare flyers for distribution at AQC (Stats Division booth)...
2. Coordinate with the instructors and Arrangements Chair on logistics such as:
  - **Participant Seating** - Overhead projector(s) and screen(s) required (if using an LCD panel, ensure overhead has a high-intensity bulb) other projection equipment (such as a slide projector?), transparency marking pens, flip charts, flip chart marking pens, size of table, pointer, etc.
  - **Sound System** - adequate? If wireless, no interference.
  - **Class Room** - Insulated from sound and/or away from disturbances (not adjoining a room holding a noisy function). Good temperature regulation. If needed, okay to tape flip charts to wall (some hotels don't permit this).
  - **Books** - If a book is offered with the short course, special arrangements will be needed to obtain it and this will vary depending on the book. The price of the book is generally incorporated in the registration fee for the course.

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### **FTC Short Course Expense Reimbursement Policy**

Per the 2000 – 2004 FTC Co-Sponsorship Agreement:

The FTC Treasurer shall be responsible for the short course financial records, which shall be maintained separately. The FTC Treasurer shall disperse short course expenses (including honorariums and reimbursement for expenses). Responsibility for any net favorable balance or loss resides with course's sponsoring organization. All courses will have a standard fee schedule as follows:

	<u>½-day course</u>	<u>1-day course</u>
1 presenter	\$1000	\$1500
2 presenters	\$1200	\$2000

Instructors cover their own travel, lodging, and per diem expenses. The sponsoring organization shall have the right to augment these instructor fees, provided it is handled through the sponsor's organization and financial system (and not the FTC Treasurer). The conference registration fee shall be waived for short course presenters.