

MINUTES
Defense Acquisition University
Board of Visitors
April 15-16, 2003
Packard Conference Center
Ft. Belvoir, Virginia

April 15, 2003, was an historic day for the Defense Acquisition University (DAU) Board of Visitors (BoV). It was the first time a full day of orientation briefings was offered to a class of incoming BoV members. Dr. Fox, BoV Chairperson, and Mr. Anderson, DAU President, welcomed six new members to the advisory board:

Mr. David J. Berteau
Director, National Security Studies
Maxwell School of Citizenship and Public Affairs
Syracuse University

Dr. Priscilla H. Douglas
President
PHDouglas & Associates

Mr. Nicholas W. Kuzemka
Vice President, Program Management Processes and Support
Lockheed Martin

Mr. John Phillips
Vice President, Government Services
Honeywell

General Bernard P Randolph, USAF (Ret)
Consultant

General William G.T. Tuttle, Jr., USA (Ret)
Consultant

Mr. Anderson opened the meeting with a presentation on the DAU transformation, which was followed by an overview of the missions, functions, and roles of each component of the university.

Welcome – On April 16, the new members joined the current BoV for its standing quarterly meeting. Dr. Fox opened the meeting with a welcome to all members and guests.

Course Evaluation and Improvement – Ms. Linda Neilson, Chief Learning Officer (CLO), and Mr. Bill Erie, Executive Director, Curricula Development and Support Center (CDSC), briefed the board on the process DAU has adopted for the management of course evaluation and improvement. Using Websurveyor, a commercial software tool, DAU has implemented a Level I evaluation process following the Kirkpatrick Model. Data is collected and analyzed by the CLO staff, who then works closely with the CDSC in determining the factors (e.g., content, design, technology, faculty, and facilities) that will affect improvement. Most data is collected online, and the response rate is high. The most important feature of this collection method is the availability of real-time data for constant and immediate improvement.

DAU plans to use Level I evaluation for all its courses and Levels III and IV for exceptionally high-value courses. Ms. Neilson accepted Mr. Mercer's offer to share course evaluation best practices and will contact him soon to get this process started.

Lessons Learned and Best Practices (LL/BPs) – Mr. Dave Fitch, Dean, Defense Systems Management College (DSMC)-School of Program Managers, and Mr. Erie explained the university's plans for collecting, organizing, and sharing LL/BPs. In addition to creating a database of LL/BPs, DAU plans to incorporate these into its curricula. Some suggestions from the board members for successful implementation of a LL/BP program are:

- 1) write it for the customer and ask the customer to review and approve it;
- 2) ensure anonymity of people and programs;
- 3) use Level III and IV interviews and Communities of Practice content for building LLs;
- 4) recognize the value of quality vs. quantity; and
- 5) proactively provide new PMs with LLs.

Dr. Fox suggested that board members send their thoughts and ideas to Mr. Anderson to facilitate the implementation of a LL/BPs program at DAU.

Test and Evaluation (T&E) Curriculum – Mr. Erie identified the T&E population, noting that only about one-third of the T&E workforce is DAWIA employees, limiting DAU's ability to act as a change agent. Until the T&E community is redefined, DAU will continue to incorporate critical thinking skills into its curriculum and make its products (communities of practice, lessons learned, and continuous learning opportunities) available to non-DAWIA employees as well. Other suggestions were that the DAWIA T&E employees should be included in introductory level contracting courses for an understanding of the environment in which their work has impact. Mr. Adolph is assisting Mr. Erie in a review of these issues.

Action Items:

1. The next DAU Board of Visitors meeting will be held on September 24, 2003, at the DAU West Campus, San Diego, CA. The DAU Protocol Office will make travel arrangements for board members upon request.
2. Members will provide their thoughts and ideas on implementation of a Lessons Learned/Best Practices program to Mr. Anderson prior to the next BoV meeting.
3. DAU will establish a shared internet space for BoV members to participate in project teams and for general information between meetings. DAU will e-mail each member the implementation strategy for this shared space and will brief it at the next BoV meeting.
4. DAU will continue sending the "University Update" to each board member and will begin sending the new *Insight* newsletter and *PM Magazine* as well.
5. Agenda items proposed for upcoming BoV meetings are:
 - Service contracts (Mr. Adolph)
 - Parameters of measuring performance improvements (GEN Tuttle)
 - Faculty currency in problems and challenges faced in the field (Dr. Fox)
 - Lessons Learned initiative (continued from April meeting)
 - Student involvement in curriculum reengineering (GEN Tuttle)

DECISION:

Approved: _____

Chairperson,
Board of Visitors
Defense Acquisition University

Date: _____

ATTENDEES
Defense Acquisition University
Board of Visitors

Meeting Date: April 16, 2003

Meeting Place: DAU Headquarters, Ft. Belvoir, Virginia

BoV Members

Dr. Ronald Fox
Mr. Pete Adolph
Mr. Stephen Ayers
Mr. David Berteau
Mr. Peter DeMayo

Dr. Priscilla Douglas
Mr. James Gallagher
Mr. Nicholas Kuzemka
Mr. Eric Levi
Mr. Stephen Mercer

Mr. Robert Murray
Mr. John Phillips
Gen Bernard Randolph
GEN William Tuttle
Mr. Jim Sanford

DAU

Mr. Frank Anderson
Ms. Kelley Berta
Dr. Jerry Davis
Ms. Carlyn Diamond
Mr. Gerald Emke
Mr. Bill Erie

Mr. Dave Fitch
COL Ron Hayne
Mr. John Hickok
Ms. Meg Hogan
Mr. Joseph Johnson
Mr. Rob Leibrandt

Mr. Russ Lenz
Ms. Linda Neilson
Mr. Tim Shannon
Ms. Barbara Smith
Lt Col Caise Vickery
Mr. Andy Zaleski

DoD

Ms. Chris Stelloh-Garner, Navy DACM
Mr. Dan Dunmire, AET&CD
Mr. Alan Kinkella, Army DACM Office
Ms. Cindy Taylor, DoD DACM Office
Lt Col Scott Harwood, Air Force DACM Office