Minutes for “Design Team” meeting, held on 12/03/10.

Notes prepared by Melissa Van Der Wall

In attendance: Maya Poran (co-chair), Melissa Van Der Wall (co-chair), Eric Daffron, Karen Booth, Rick Brown, Ed Petkus, Jessica Roffe, Erin Hallock, Ash Stuart, Jackie Braun, Lysandra Perez-Strumulo, Yvette Kisor.

On the agenda was to discuss the best ways to analyze the data and review the timeline.

- Eric Daffron presented the group with the AAC&U; 5 High Impact Practices Book.

**Primary elements of discussion regarding the analysis of focus group data – presented by Eric Daffron (additional training and guidance from Maya Poran and Ed Petkus)**

- Eric presented the group with 5 steps to content analysis and trained the group (see hand out)
- Maya and Ed worked with the group on the “grounded theory” approach to qualitative data analysis.
- Recommended that each focus group material have 2 readers.
- Group themes and make categories with what emerges.
- There were 12 Focus Groups conducted in total. (3 Faculty, 2 Administrator, 4 Student, 3 Professional Staff)

**Next Steps:**

- Goal is to analyze the data using the methods presented by Eric (Maya and Ed) and to have this complete by the close of the semester.
- Design Team will re-group in early January with the information, sit together to group themes, see what emerges as topics that reach across all of the groups and report back on it.
- Some recommendations with policies and procedures may be easy to pull from the data and list; others might have further questions emerge that need clarification before we can do that.
- Lysandra will e-mail each sub-group the written survey data pulled from Qualtrics. Subgroups will start to review both focus group and survey data.

**Other Issues:**

- Melissa and Maya will write to Beth Barnett – and bring her up to speed with the progress we have made while also proposing a stretch in the timeline in order to fully absorb all of the data (more than we had anticipated).
- Melissa and Maya will write to the community in general - to remind folks about the Design Team, thank them for their participation and energy, clarify what our goals are, and keep the next steps in mind. Intent behind this is to also keep us “known” and “out there” among community members, so that the purpose behind constructing the Design Team doesn’t get lost and folks stay familiar with our work. We are seeking to maintain transparency of the process.
- The group discussed that the findings and recommendations drawn from the research will come before Faculty Assembly, ARC, etc.