Minutes for “Design Team” meeting, held on 10/29/10. Meeting facilitated, and notes prepared, by Maya Poran.

In attendance (in order of sign-in): Maya Poran (co-chair), Ash Stuart, Erin Hallock, Ann LePore, Nicole Prisco, Yvette Kisor, Eric Daffron, Jessica Roffe, Karen Booth, Nicole Pacheco, Liz Sieke, Trish Williams, Lysandra Perez-Strumolo, Michael Alcee.

On the agenda was the discussion of progress of Survey data collection and checking in on focus group status.

Primary elements of discussion regarding the survey:
- Lysandra Perez-Strumolo and Trish Williams shared that the survey process went smoothly, however there was a problem with wording that we all missed. The word “Course” was instead noted as “Curriculum” in the survey. Changes were made where and when they could be. At the time of our meeting approximately 670 surveys were completed, with a few hundred active but incomplete.
- The group discussed plans for immediate data analyses. Qualitative data analyses will take more time, and each focus group team will take on the qualitative data from members of their demographic groups.

Focus Group Updates:
- Student Focus Group Team: At this time the team had met together and organized their plans similarly around the three primary questions used in the Professional Staff Group. At present the plans are to meet with students who are commuters, SGA/Honors program students, students in OSS and EOF programs, as well as meet with students in a Readings in Humanities Session. These groups will be held within the next 2 weeks.
- Professional Staff Focus Group Team: At this time the group met with 2 groups: On Friday the group met with people from Student Development, and on Wednesday the group met with people from the Cahill Center. One more group is scheduled for Friday with staff from OSS and EOF.
- Administration Focus Group Team: At this time the group met once together. Two primary groups will meet: Deans and Higher Administrators. The group has decided on primary questions for these sessions.
- Faculty Focus Group Team: At this time, the group has yet to meet. They are planning to meet soon and discuss how to organize their sessions. This group also agreed to organize and hold a session with Conveners.

Other Issues:
- The group discussed some issues already emerging from focus group meetings, and noted that labor issues and the structure of CEC will need to be addressed and discussed.
- The group also shared that there has, so far, been a lot of positive feedback from the community. Focus groups have been helpful, and The Team has been getting great feedback via emails.
- It was agreed that quick responsiveness is key to support community endeavors. Plans to organize a central web site where members of Ramapo can share opportunities, successes, struggles, etc., was agreed upon. We may be able to link this through the FRC site as well.
- The group agreed that we plan to have focus groups accomplished before Thanksgiving Break.