Minutes for “Design Team” meeting, held on 10/01/10. Minutes prepared by Melissa Van Der Wall

In attendance: Maya Poran (co-chair), Melissa Van Der Wall (co-chair), Rick Brown, Maya Poran, Christina Pasquale, Karen Booth, Jessica Roffe, Nicole Prisco, Trish Williams, Ann LePore

Primary elements of discussion:

- The purpose of this meeting was to finalize the survey.
- We want the student representatives on the Design Team to send in their feedback on the pilot.
- The goal is to have the survey distributed on or near October 11th.
- Discussion and agreement not to refer to the Design Team as “D-Team.”
- Worried about time – do the data analysis in stages
- Discussion about the community referring to the 5-hr as experiential and this not entirely accurate. We need to help the community move away from this term because it is too narrow. The student’s experience ought to be experiential, enriching, and engaging. CEC allows us to do more.
- Survey is anonymous
- Anne LePore will write the-mail introduction that goes along with the survey
- Informed consent? Opening paragraph says this is anonymous and this should suffice.
- Melissa will move forward with Jeff Rutkowski in ITS to request an e-mail address just for the Design Team. DesignTeam@ramapo.edu or TheTeam@ramapo.edu. We can send the survey from this e-mail?
- How long will the survey stay live for? 2 weeks?
- How to disseminate? Shouldn’t do a Broadcast E-mail because people can respond more than once. Ask Robyn Keller about the process – and request to pull from Banner the population. Do we need Cindy Brennen and Steve Roma involved in the authorization process?
- Trish Williams received our feedback concerning minor changes to the survey instrument and will make the updates.

Meeting times: Next meeting is an in-service training on Tuesday, October 5th at 1pm in ASB 522 with Dr. Emily Abbey. The training is on how to facilitate focus groups.