**Minutes for “Design Team” meeting, held on 9/17/10.** Minutes prepared by Melissa Van Der Wall

**In attendance:** Maya Poran (co-chair), Melissa Van Der Wall (co-chair), Rick Brown, Trish Williams, Ann LePore, Yvette Kisor, Ash Stuart, Michael Alcee, Liz Siecke, Brittany Leyton, Nicole Prisco, Jessica Roffe, Garrett Santoro, Ed Petkus, Jackie Braun, Christina Pasquali, Lysandra Perez-Strumulo

**Introductions:** Members new to the group introduced themselves.

**Primary elements of discussion:**

- Members volunteered for focus groups.
- The majority of the meeting was dedicated to reviewing the written survey instrument with feedback concerning the questions asked, the length of the survey, informed consent, and being consistent with language.
- The group agreed that we be consistent and refer to the experience as ”the 5-hour” since this is what the community knows and it may help differentiate with what the CAHILL Center is currently doing with experiential learning. Be consistent in language.
- Suggested that Design Team members participate in an in-service training concerning how to conduct a focus group. The group suggested reaching out to Emily Abbey in SSHS or Maya Poran.
- The teams needs to follow up with what is expected of graduate students in order to better understand the current practices and be accurate in what we are asking for with the survey instrument. Ask Eric Daffron.
- The Design Team will pilot the survey in advance to see how it feels.
- Melissa/Maya will follow up with Steve Schur concerning the web design.
- The team will determine a meeting schedule for the rest of the semester that incorporates sub-team meeting with full-group meetings and offers variety, so that all member can have an opportunity to attend.

**Meeting times:** The next meeting was scheduled for September 24, 2010 at 1pm in the Faculty Resource Center.