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

In attendance: Maya Poran (co-chair), Melissa Van Der Wall (co-chair), Yvette Kisor, Karen Booth, Lysandra Perez-Strumolo, Ash Stuart, Jessica Roffe, Nicole Prisco, Joe DiGiacomo, Jackie Braun, Ed Petkus, Christina Pasquali.

Introductions:
Members new to the group introduced themselves.

Primary elements of discussion:
- A review of the agenda from the previous meeting focusing on the group’s need to be speedy in our endeavors.
- The group decided to conduct focus groups in tandem with administering a written survey.
- The written survey will include the following: Attitudes about CEC, describe your experience, what experiential learning have you done thus far (for faculty or student), include closed and open ended questions, be forward thinking and ask for recommendations.
- The sub-group working on the survey instrument is: Maya Poran, Lysandra Perez-Strumolo, Christine Pasquali, Trish Williams, and Ed Petkus.
- Our goal in both the survey and the focus group is to learn of the positive things that people can do to inspire each others. The goal is also to learn what isn’t working (ie: reaching out to adjuncts).
- Do we need a pilot study on the survey – to a sample group?
- The group discussed the purpose and philosophy behind a focus group and Maya explained this method of research.
- It was suggested that a member from the web/development office be an ad hoc member of this team, so we can have the necessary support in launching the Design Team website.
- Melissa read NESSE and Graduating Student Survey responses related to the 5 hr. experiential learning component.
- Maya and Melissa will draft a letter to the community re; the Design Team to introduce our work to the campus and keep them informed. The letter will be sent to DT members for feedback before it is finalized.

Sub-Group Discussion
- We need the following; Classroom visits, meetings with Deans/Conveners, Students, SGA, Honors, EOF, Commuters
- Should we allow Design Team members to join the Focus Group Sub-Group and empower that sub-group to determine the appropriate campus partners to engage?

Meeting times: The next meeting was scheduled for September 17, 2010 at 1pm in the Faculty Resource Center.