Minutes for “Design Team” meeting, held on 9/3/10. Meeting facilitated, and notes prepared, by Maya Poran.

In attendance (in order of sign-in): Maya Poran (co-chair), Eric Daffron, Liz Sieke, Christina Pasquali, Trish Williams, Karen Booth, Brittany Leyton, Nicole Prisco, Jessica Roffe, Daniel Jean, Ann LePore, Lysandra Perez-Strumolo, Michael Alcee.

On the agenda was the discussion of data collection, and the proposed timeline. Discussion yielded agreements on first steps of data collection and community engagement, as well as plans for moving forward and how to manage the timeline of events.

Primary elements of discussion for data collection:
- Agreement to informally solicit questions and opinions to shape our survey and focus group design. Eric will also furnish data to help us examine opinions from some graduating seniors. Questions for first year students will be included in future surveys thanks to Danny Jean.
- Agreement to create one main format for survey design that will be organized sensibly into surveys for students, faculty, and staff.
- Primary elements of surveys will include: detailed demographics, questions focusing on what individuals know about CEC and where learned from, what their present experience of CEC is, and what the hopes/goals/suggestions for the future of CEC are. Essential framing then being what was, what is, and what could be.
- It was agreed that there would be closed and open ended questions on the survey for maximum data collection.
- In addition, focus groups will occur throughout the process. First Focus group Team will be led by Melissa and Jess Roffe with students. Other focus group plans to be discussed.

Other forms of information gathering will include:
- Meeting with the Deans of all schools.
- Meeting with Conveners of all programs.
- Meetings with key individuals from Student affairs and Development.
- Meetings with students and SGA.
- Open Forum for Ramapo Community.
These will be organized and held as soon as is possible. Teams for these to be organized soon.

Meeting times: For now keeping Fridays at 1:00pm until a bit before 2:00pm. (Understood that people will be later due to classes ending at 1pm, and leaving around 1:45 for classes starting at 2:00pm). Meetings to be held in the Faculty Resource Center.

Survey design group includes: Christina Pasquali, Trish Williams, Lysandra Perez-Strumolo, and Maya Poran. Draft soon to follow for input from entire Team.

Timeline: Group understands need for speediness while keeping focus and integrity of process. Agreed to adhere to timeline for survey design, data collection, and analyses, and revisit timeline after these are completed.