

MINUTES
QEP Focus Group Meeting
Thursday February 23, 2012
Roberts-LaForge Library Room 256
3:00 – 4:15 PM

Present: David Salinero, Rebecca Hochradel, and Beverly Moon

This meeting is being held to determine the proper procedure for conducting and populating the student and faculty focus groups.

We should begin by holding focus groups for the student and faculty populations.

- For the student focus group, contact Jeanna Wilkes to enlist the help of SGA.
- For faculty, send emails each dean asking for one representative from each department/division who would be open and willing to share their thoughts.
- Set tentative schedule for focus groups.
- David Salinero will facilitate focus groups and/or identify other facilitators (have persons – from QEP team – who will be perceived as neutral to the target audience)

Concerning the focus groups, the following points are essential:

- Facilitator must remain neutral (do not ask leading questions; do not correct participants; allow participants to interpret questions as they desire)
- Facilitator must ask open-ended questions.
- Participants will be assured that answers will be anonymous, and no one will be held responsible for the comments.
- Proceedings must be recorded either with electronic devices or “human” recorders.

Below are *suggested* questions (not necessarily in order, except for #1)

- What do you believe DSU could do to make a positive impact on student learning?
- What are some specific actions that will bring about this change?
- How can these actions be implemented?
- How would you (or DSU) measure success?