University of Massachusetts Boston
Climate Assessment Project
Climate Study Working Group
Tuesday June 12, 2012
3:00-4:00 pm
AGENDA

I. Call to Order

II. Survey Development
(Please refer to Survey Penultimate Draft: 6-12-2012)

Outline of Survey Reviews
- All revision requests/additions or questions that require more attention are highlighted in yellow
- Those questions that require information from UMass Boston are highlighted in green
- Those areas highlighted in blue are formatting reminders for R&A

A. Introduction Section – Completed

B. Review Personal Experience Section Revisions
  - Added Question #21
  - Added Question #22

C. Work-Life Section - Completed

D. Review Demographic Section Revisions
  - Revised Questions #42 and #43

E. Review Perceptions Section Revisions
  - Revised Question #93
  - Revised Question #96
  - Question #99 – Carol will review response choices and provide Sue with any revisions by the June 12 meeting
  - Revised Question #101
  - Revised Question #103

F. Review Institutional Actions Section Revisions
  - Revised Question #105 header & response choices
  - Revised Question #107 – added response choices
G. Review of Survey Questions by Position
(Please see attached Survey Count by Position)
✓ As requested by the CSWG, the attached template offers the number of survey questions by position
✓ Based on the current questions the overall survey count is as follows:

<table>
<thead>
<tr>
<th>Position</th>
<th>Total Questions</th>
<th>(if no to all skip questions = Questions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>85</td>
<td>56</td>
</tr>
<tr>
<td>Faculty</td>
<td>86</td>
<td>50</td>
</tr>
<tr>
<td>Staff</td>
<td>84</td>
<td>50</td>
</tr>
</tbody>
</table>

III. Marketing & Communication Plan
The CSWG reviewed each of the documents and will work on a marketing/communication action plan and provide an update at the June 12 meeting

A. Reviewed Marketing/Communication Time-line
(Please see attached DRAFT Timeline)
1. Survey dates offered by the CSWG as Wednesday October 31-Friday November 9.
2. CSWG members will review the UMass Boston fall calendar to be sure there are no other major campus-wide initiatives during this time frame.

B. Marketing/Communication Plan
(Please see attached DRAFT Marketing/Communication Plan)
1. Paper/pencil surveys – CSWG will decide on the number of paper/pencil surveys
2. Language – CSWG decided that the surveys would only be offered in English
   ✓ Discussed several ideas for offering the survey to members of the community who may not be as familiar with using computers
3. Incentives
   ✓ Will be discussed by CSWG at future meetings

C. Frequently Asked Questions
(Please see attached DRAFT FAQ’s)
1. CSWG reviewed the FAQ document and offered several revisions
2. The revisions are reflected in the attached document

IV. Future Meeting Schedule Confirmed
One meeting per month (June/July/August):

Tuesday July 23: 3:00-4:00 PM
Tuesday August 7: 3:00-4:00 PM