I. Call to Order

II. On-Line Test Site Survey Review

   A. Each member will offer:
      1. How much time it took to take the survey
      2. Offer any concerns (skip pattern issues, structural problems, etc.)

   B. CSWG member assignments – Please take the survey as a member of one of the following constituent groups:

      Undergraduate student – Megan/Ana/Lisa
      Graduate student – Crystal/Vanessa/Sundar
      Non-degree student – Tim/Michael
      Faculty – Luciano/Liliana/Karen
      Staff – Juan/Carol/Marsha
      Senior administrator/Executive – Jennifer/Kevin

III. Frequently Asked Questions Document Review

   A. CSWG members were charged to review the revised FAQ document (see attached) and forward any suggested revisions to Ana by Thursday July 12

IV. Marketing & Communication Plan

   ****A DRAFT Marketing & Communication Plan will be developed by the CSWG for the July 23 meeting for review****

   A. Review Marketing/Communication Plan
      1. Paper/pencil surveys – CSWG will decide on the number of paper/pencil surveys
         25 paper/pencil surveys requested to start
         More paper/pencil surveys can be printed/delivered if there is a need
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
     o Example: Work stations available for taking the survey at various locations on campus

3. Incentives
   ✓ Will be discussed by CSWG at future meetings

4. Survey Invitations
   ✓ Survey invitations will only be forwarded to UMass Boston employees

B. Reviewed Marketing/Communication Time-line
   *(Please see attached DRAFT Timeline)*
   1. Survey administration dates:
      Wednesday October 24-Friday November 9

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

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