I. Call to Order

Crystal Bozek
Jennifer Brown
Carol DeSouza
Liliana Mickle
Juan Nunez
Luciano Ramos
Tim Sieber
Ana Torres
Megan Wong

II. Survey - Completed
A. The final on-line test survey will be developed and forwarded to the CSWG to review prior to the July 23 meeting

1. Each member will take the survey as a member of one of the constituent groups as follows:

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

2. Each member will:
   ✓ Record how much time you spent taking the survey
   ✓ Record any concerns (skip pattern issues, structural problems, etc.)
III. Marketing & Communication Plan

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

A. Marketing/Communication Plan
(Please see attached DRAFT Marketing/Communication Plan Suggestions)

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

C. Frequently Asked Questions
(Please see attached DRAFT FAQ’s)

1. CSWG will review the revised FAQ document forward any suggested revisions to Ana by Thursday July 12

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

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