I. Call to Order

Crystal Bozek
Jennifer Brown
Lisa Buenaventura
Liliana Mickle
Kevin Murphy
Juan Nunez
Tim Sieber
Carine Tamasang
Ana Torres
Megan Wong

II. On-Line Test Site Survey Review

A. CSWG member reviews of the on-line test site

Undergraduate student
Megan – 20 minutes
Lisa – 20 minutes

Graduate student
Crystal – 25 minutes
Carine – 20 minutes
Ana – 25 minutes

Non-degree student
Tim – 31 minutes
Michael – 31 minutes

Faculty
Liliana – 30 minutes

Staff
Juan – 25 minutes
Carol – 30 minutes

Senior administrator/Executive
Jennifer – no time give, but commented that it took “a while to finish”
Kevin – 24 minutes
1. Please see attached for requested survey revisions from the committee
   ✓ Sue will make the requested revisions once she receives the responses
     of Michael, Jennifer, and Kevin.
   ✓ Sue will send a message to the CSWG when the test site is ready for
     final review
   ✓ Any final requests will be presented at the August 7 meeting

2. Average time for survey - 25 minutes

3. IRB informed consent (survey instructions) will offer 20-30 minutes

III. Frequently Asked Questions Document Review

   A. CSWG members met in their pre-meeting on to review the revised FAQ document
      1. Discussion suggested that the FAQ statements were too long
      2. Tim developed a “shorter” version that would be linked to the more detailed
         version if people were interested.
      3. The CSWG will review the revised FAQ at the July 30 prep meeting for
         discussion at the August 7 full committee meeting
         ✓ Ana will forward the final FAQ document to Sue for the 8-7 meeting

IV. Marketing & Communication Plan

   Tabbed to August 7 meeting

   A. The CSWG will develop a DRAFT Marketing & Communication Plan and Draft
      Time-line at their July 30 pre-meeting
   B. Ana will forward the DRAFT plan to Sue for the August 7 meeting
      1. Survey administration dates:
         Wednesday October 24-Friday November 9

V. Next Meeting

   Tuesday August 7: 3:00-4:00 PM
1. **Add following note before Question #1**
   You may use the back button to return to previous pages on the survey, however, any responses will be deleted and you will have to re-enter your response.

2. **Definitions**
   Add a hyperlink for the definitions so that respondents only see the list of definitions if they click on the link.

3. **Question #1**
   Participants must respond to Q#1 before moving through the survey as in previous surveys.

4. **Question #15**
   Please move “don’t know” to the top of the list of response choices and remove the frequency options.
   
   If this is not possible (based on the limits of the software), remove the “don’t know” option from the list.

5. **Question #23**
   Remove repeated “sexual assault” in the question header.

6. **Question #67**
   Revise last response choice in the drop down menu to read:
   
   More than 31 hours/week

7. **Question #74**
   Response choice #4.
   
   Revise Umass Boston to UMass Boston.

8. **Question #76**
   Revise “Don’t know the source” to:
   
   “Don’t know target”

9. **Question #82**
   Add new response choice after “I was angry”
   
   I intervened/assisted the targeted person
10. Question #96
   Duplicate response – please remove one
   
   I think UMass Boston faculty are genuinely concerned about my welfare.

11. Question #99
   Move “Walkways and pedestrian paths” to the physical accessibility section.

12. Question #103
   Revise question to read:
   
   Before I enrolled, I expected that the campus climate would be
   __________________ for people who are/have...

13. Question #107
   Revise header to read:
   
   How would each of the following affect the climate at UMass Boston?