I. Call to Order

Crystal Bozek  
Jennifer Brown  
Marcia Florio  
Michael Mahan  
Liliana Mickle  
Juan Nunez  
Luciano Ramos  
Tim Sieber  
Karen Suyemoto  
Carine Tamasang  
Ana Torres

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  
Karen – 50 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. Average time for survey - 20 minutes-30 minutes (in IRB consent materials)

2. Survey revisions – URL test-site:
   ✓ Revisions made based on review and requests from the committee at the 7-23 meeting
   ✓ Additional requests from the committee following the 7-23 meeting were discussed by the committee
     o Please refer to attached documents for committee decisions

3. Sue will make the final revisions and inform the committee of when the test site is available inclusive of the revisions
   ✓ Sue will develop the “live” site
   ✓ Sue will develop the “paper/pencil” surveys (25 to start)
     o Mail paper and pencil surveys to Ana

III. IRB Review

A. Sue forwarded IRB draft application on July 28 to Jennifer

B. Kevin is reviewing and submitting the final application once the following exhibits (that are required with the application) are completed:
   1. Letter of Invitation
      Sue forward a sample letter of invitation
   2. Final Survey
   3. Recruitment Materials (e.g., incentives)

B. Submission deadlines

   Submission: Monday, August 27, 2012 (by 3:00 pm)

   Review: Thursday, September 13, 2012

IV. Review of Frequently Asked Questions Document

A. Review of revised document

B. Made revisions during the committee meeting

C. Ana will forward a finalized FAQ – short answer to the committee/Sue
   1. Ana will revise longer FAQ and forward to the committee/Sue
V. Review of Marketing & Communication Plan

A. Review of Proposed Time-line
   1. Survey administration dates:
      Wednesday October 24-Friday November 9

B. Review of Proposed Marketing & Communication Plan

VI. Schedule Fall Meetings

   September 10
   3:30-4:30

   October 9
   2:00-3:00

   November 6
   1:00-2:00
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?
Additional revisions requested by the committee following the July 23rd meeting

Michael:
Question #65 - request for committee discussion

Not sure of the difference between responses of “non-campus housing” and “independently in an apartment/house” – may be confusing to student respondents

NO CHANGE

Karen:
Question #16
Should this be part of faculty questionnaire: “I feared getting a poor grade because of a hostile classroom environment”? Perhaps this should be “I feared getting poor course evaluations because of a hostile classroom environment”?

Add following new response choice:
I feared getting poor course evaluations because of a hostile classroom environment.

Question #16
I wonder if there should be something about rumors or reports of others’ remarking on you? That is, not a formal negative performance evaluation but something that is more about the social climate or that may have negative implications for advancement and such?

Add following new response choice:
I was the target of rumors that negatively affected my work experience or evaluation.

Question #19 and Question #82
If you choose “I did nothing” it clears all other responses. But this is problematic, because a respondent may have multiple incidents, in one of which they do nothing, but in others they do respond. So how might this work?

Revise formatting:
The “I did nothing” response will be revised so that respondents can check this response along with others from the list.

Question #19 and Question #82
The only choice for reporting is a “formal complaint” but there are other ways of reporting, and actually the University policy prioritizes things that are NOT a formal complaint. How do we address this?

Add following new response choice:
I consulted with university officials and followed the policy procedure for informal resolution of a discriminatory dispute.
Question #23
Can we reverse the order of the examples, so that the least severe comes first?

**Revise question header to read:**
Have you experienced unwanted sexual contact (including forcible fondling, use of drugs to incapacitate, sexual assault with an object, sexual assault, forcible rape, forcible sodomy, gang rape) while at UMass Boston?

Question #32
Questions like this were difficult for me:
*My research interests are valued by my colleagues.*
I think this is true, but partly because of the units I am in. I know there are other faculty who don’t feel this because of the specific units they are in and I sometimes feel if I go outside my sub-discipline or specialty within my discipline, that it is not true. So the word “colleagues” is difficult

**Karen’s follow-up recommendation**
*I would suggest that we change that response and add one other:*
*My research interests are valued by my colleagues in my department/unit.*
*My research interests are valued by other faculty in the university.*

**No change**

Question #43
Karen’s recommendation to revise the question header

**Revise question header to read:**
Although the categories listed below may not represent your full identity or use the language you prefer, for the purpose of this survey, please indicate which area below most accurately describes the origin of your ethnic identification. *(Mark all that apply)*

Question #52:
Karen’s recommends adding “Intercollegiate Program”
Asian American Studies is an intercollegiate program that is not housed in any of the colleges. So faculty in that area would not be able to indicate their affiliation at all.

**Add following new response choice:**
Intercollegiate Programs (e.g., Asian American Studies)
Question #105
I struggled with these questions because I didn’t know whether I was saying that this was actually done regularly and had an effect or whether this was saying that if this were done, or when it is done (sometimes rarely) what effect would it have. That is, is it asking my opinion (how WOULD this affect the climate) or is it asking to what extent does the actual provision of each of these things affect the climate?

Revise question header to read
How does/would each of the following affect the climate at UMass Boston? If you mark “Not currently available at UMass Boston”, please indicate how you feel it would influence the climate if it was available.

Add new column:
Not currently available at UMass Boston

Revise third column response choice to read:
No influence on campus climate