

Task Force Subcommittee Meeting Plan of Action

Monday, June 18, 2018, 10:00 AM – 12:00 PM

Present: Fiona, William, Sinead

AGENDA

To use our time effectively, I suggest that we think about the following in advance and organize our meeting around these key issues/activities.

1. First, we need to identify all of the offices and individuals that may have information necessary for us to achieve our objectives. Below is a list that I have begun to draft based on our meeting from earlier this week—please add any missing individuals/offices:
 - a. Office of Diversity and Equity
 - b. Human Resources
 - c. Office of Student Conduct
 - d. Office of Victim Advocacy
 - e. CCSU Police Department
 - f. University Counsel
 - g. Unions (I am getting a list of all unions representing employees at CCSU)
 - h. Ombudsperson
 - i. Residence Life
 - j. Student Wellness – Counseling
 - k. Student Wellness – Health
 - l. Women’s Center
 - m. LGBT Center
 - n. Sexual Assault and Interpersonal Violence Resource Team (SART)
 - o. Vice President of Student Affairs
 - p. Vice President of Academic Affairs - Provost
 - q. Chief Administrative Officer (oversees CCSU PD and Threat Assessment Team)
 - r. (any missing offices/individuals?)
2. Request for Written Documents/Reports - We will draft a message that we will send to a representative of each office—I suggest that we ask each representative to provide us with any data/reports associated with our task force objectives. In running a quick search for the SART team (about which I can find very little) I found the attached report—which is helpful! My sense is that many of these offices/people may have data like this that they have submitted for one reason or another that would help us to better understand past campus processes and procedures regarding sexual assault.
3. Interviews - We need to determine what information we want to acquire from these interviews. What are our research objectives? Whom we should interview, when, and using what format (focus group, individual?). If we have time, we can begin to draft questions.
4. Survey – What are our research objectives? Whom should we survey? When should we distribute the survey? Who will analyze the results? With whom will we share our survey findings? How many questions should we ask? If we have time, we can begin to draft questions.

We will not likely get through all of this in just a couple of hours, but we can at least get started