

# 2013-08-13

## 2CUL TSI Administrative Team Meeting, with HR and Assessment Liaisons -- August 13, 2013

Attending: Nisa Bakkalbasi, Kate Harcourt, Zsuzsa Koltay, Jim LeBlanc, Xin Li, Colleen Major, Boaz Nadav-Manes, Lyndsi Prignon, Bob Wolven

Colleen and Boaz have joined the group and will serve as the TSI Steering Committee representatives for 2CUL assessment.

Nisa and Zsuzsa presented a draft of the TSI Staff Survey for discussion. They will revise that draft based on the input the rest of the group provided. Of particular note was our agreement to measure "satisfaction" with various aspects of our current work-culture climate and ask staff to project the effect TSI is likely to have on those particular areas and on the institutions in general.

Note from Zsuzsa and Nisa following the meeting: "We decided to do the survey in Qualtrics due to its better flexibility with analysis. Gaby (Castro Gessner) will update the instrument, draft an intro and a recruitment message. We will pre-test the instrument at each institution using a couple of tech services people each, and be ready to file for IRB exemption by the end of August with the finalized survey. We will provide text to Columbia about data security for their IRB application. Most likely Columbia also needs to have some people go through the IRB training because of how they usually work the recruitment messages. If we get the IRB response at both institutions in a speedy way we can launch in mid-September (best case scenario.) If we don't, we'll have to decide how close we can allow this survey to run to (Cornell's) ClimateQual and see what our best option is in terms of timing."

Bob and Kate have had IRB training.

Colleen and Boaz will work with Nisa and Zsuzsa on drafting a memo to staff about the survey and its purpose.