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## Call for Volunteers | Focus Group Facilitators and Recorders

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Reply-To: noreply@tcnj.edu

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To the Campus Community:

TCNJ has begun a planning process to develop its new strategic framework. The framework will guide the College's decision making and priorities for the next five years. On behalf of the Committee on Strategic Planning and Priorities (CSPP), we will be writing throughout this academic year keeping the campus informed about the committee's deliberations and asking for your feedback.

As an important step in that process, CSPP will be conducting a College-wide series of virtual focus groups that will be a key input to developing the strategy framework. On behalf of the CSPP, we are inviting anyone in the College community who has time and interest to volunteer as a focus group facilitator or recorder. Here are brief descriptions of the roles:

- A facilitator will lead each virtual focus group. Facilitators will engage a small group of 8 to 12 participants in conversation, asking a series of standard and follow-up questions.
- A recorder will assist the facilitator in each focus group. Recorders will record the essence of what participants say and, with the facilitators, produce an effective summary of the focus group.

All focus group sessions will be conducted on Zoom.

Each focus group will entail a time commitment from facilitators and recorders of approximately three hours distributed over three components (30 minutes of preparation, 90 minutes for the focus group, and 60 minutes working on the summaries). You will be able to volunteer to serve for one or more focus groups.

CSPP, with the assistance of an external consultant, will provide online training and written instructions for facilitators and recorders to use. These materials will include a standard set of discussion questions and a template for recording answers. Training will take place via one or two one-hour Zoom sessions during the week of November 16. Multiple training sessions will be available to accommodate volunteers' schedules.

The focus group sessions will be held during the dates of: December 3, 4, 7, and 8.

Thank you for considering this opportunity. We hope you will volunteer and join our efforts to plan for the College's future.

To volunteer, please fill out this brief form by Friday, November 6:  
[https://tcnj.co1.qualtrics.com/jfe/form/SV\\_bNIAO2hjchmhxP](https://tcnj.co1.qualtrics.com/jfe/form/SV_bNIAO2hjchmhxP)

With best wishes,

David and Jeff

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