

Meeting Minutes

1. Products and information dissemination (website survey):

- Could we discuss ideas of how different UCEDDs comply with the requirement to sample users of their web pages for the dissemination satisfaction measure? We send an email survey to our CAC and selected others, but I would like to know if people use a survey directly on the web of web visitors, or other options.
 - We put a link on our webpage and collected responses that way. Optional, so not many responses due to being optional. So now we send it to a few groups, including to our CAC for a better response rate.
 - Link on our website with a more in-depth survey. Not a huge response rate, and we also send it to our CAC and other groups.
- To count surveys:
 - The survey provider provides a count of all who started the survey, even if they didn't complete it.
 - We look at who opened link – everyone gets counted, even if they didn't complete the survey.
- Widget on homepage: survey and possibility to leave comments. Surveys are sent automatically to one's email. Send students or other specific groups to the survey.
- Is it appropriate to count surveys this way?
 - We view students as consumer base, so that seems appropriate.

2. Trainees and the Interdisciplinary Pre-Service Preparation core function:

- How to determine when to survey a trainee who is in a multiple semester program.
 - As soon as we get the info about the trainee, we enter them in NIRS. We follow them until they complete the program. If it goes over the academic year, we carry them over.
 - Surveyed at the end of the fiscal year or next fiscal year (for the initial outcome measure, not the former trainee survey). Some other trainees change programs, so that makes it challenging to survey them.
 - We have trainees for 5-7 years and they get surveyed after they have completed the entire training. So we survey them after 5 years or when they complete – better survey value if they are done with their training.
 - Some LEND trainees are in the program for one year only, so it is easy to survey them
 - Long Term Survey Info report – following the report, we survey them the first semester after they're out of the program.

- We survey trainees several times during the year regarding activities (initial outcome measure, not former trainee survey).
- LEND class – final year-end survey if they complete the program, as it lasts only one year. UCEDD trainees – longer in program, surveyed only when done with program. Surveyed during the year about activities though (initial outcome measure).
- Our trainees do 2 years – do we wait until they complete both years?
 - That seems appropriate.
- Sometimes trainees come back after some years – they can be surveyed twice for the correct years.
- How do you manage trainees who haven't completed the program?
 - We don't know until it happens. We try to keep a list and if they come back, we add another record for them in NIRS.
- When to enter Trainees:
 - formalized training program – admission is guided by the graduate college, so they become trainees automatically
 - intermediate trainees: we have a program where graduate students sign up to be mentors. If they are going into the disability field, then we consider them intermediate trainees. So we do filter them by what their major is.
- We have groups of students who come to observe clinics. We have challenges with how to count them.
 - We just count the number of short-term trainees, no data collected.
- Examples of pre-service activities:
 - off-campus for pre-service students
 - also for one-day trainings
 - mentoring activities (students who come to research, training, required for their degrees)

3. Data entry (UCEDD and LEND for Program type:

- UCEDD and LEND are in different locations: we check UCEDD and LEND for all records, but LEND only for staff profiles.
- Most things are both UCEDD and LEND, a few things are either UCEDD or LEND only.
- It depends on the faculty involved; some are with both programs, others with one program, and that drives decision on what to select for records.
- What if something is partially paid by LEND or overseen by a LEND faculty member/LEND graduate?
 - It is perfectly fine to select both UCEDD and LEND if there is some LEND involvement.

4. Initial outcome measures & TA:

- IOM: cluster activities and use survey tool to send out survey once a year in May.
- TA vs Other Direct Services:

- LEND faculty serving on a board – TA, the organization then sponsors a lecture: what core function is the latter?
 - can choose Continuing Education or Community Training
- Information referral line – Other Direct Svcs. For # of recipients = we track all calls, emails and website hits. It seems overblown to report such a high number.
 - Website hits – hard to know what people take from it. Seems best to report emails and calls only.
 - The website, being a standalone resource, and not a Center's website, can be entered as a Product.
 - A Center's website alone is not a Product, but only the means of information dissemination. Downloads of items posted on the website can be tracked though.

Next call: Monday, July 13, 2-3pm EST.