

GP Inquiry Cluster: Student Services Group Tasks

3A	3B	3C	4	5
Lead: Nena & Juana	Lead: Cindy	Lead: Loann	Lead: Ruth	Lead: Tiffany
Jacob Baker Kendrick Kim Dora Escobar Catherine Gutierrez	Jennifer Coto Elizabeth Arteaga Estella Cuellar	Ivan Zambrano Maureen Roe Mary Mettler Frank Rivera	Jetza Torres Denise Foley Emi Kawafuchi Rosa Dela-Torre	Melinda Womack Vanessa Engstrom Mary Mettler
Group Tasks	Group Tasks	Group Tasks	Group Tasks	Group Tasks
<ul style="list-style-type: none"> • Collect and disseminate counter surveys • Ensure that all areas have counter surveys • Assist with Focus Groups <ul style="list-style-type: none"> ○ Develop Surveys ○ Assist Event 	<ul style="list-style-type: none"> • Create/manage calendar of events for cluster • Input paper surveys collected into surveymonkey 	<ul style="list-style-type: none"> • Organize Campus wide surveys (disseminate and collect) <ul style="list-style-type: none"> ○ Early Welcome ○ Graduation ○ ASG Campus Wide Events ○ Etc. 	<p>Upon reviewing all activities suggested, create individual enticements for:</p> <ul style="list-style-type: none"> • Counter surveys • Special events • Focus Groups <p>Develop marketing for incentives</p> <ul style="list-style-type: none"> • Flyers • Social Media • Etc. 	<ul style="list-style-type: none"> • Manage question bank • Create surveys for each collection method <ul style="list-style-type: none"> ○ Surveymonkey ○ Paper Survey • Logistics for focus groups • At meetings, present to cluster which equity groups are missing from data to increase outreach efforts • Collect outcomes and make recommendations • Assist in final report narrative for cluster approval