Script and Agenda  
Focus Groups  
QEP

Table Setup: Four Groups of 4 or 5 participants plus the team leader  
Snacks or candy, individual surveys, group survey, pens, fact sheets on each proposal

20 minutes  
Gathering and Introductions – please sit in one of the four groups. Everyone introduces themselves to entire group.

Why are we here? Each of you were invited here today to provide your personal perspective as it relates to student learning at Del Mar College. We began this process over a year ago including various academies, convocation, and committee meeting to gather input from the college-wide community. Based upon over a year’s work we have developed three proposals that we will share with you today. We are asking for your insight and opinions on how these three proposals relate to basically what is seen around you…….

Discuss the Posters -  
What is the College’s Mission?  
What is SACS Reaffirmation?  
What is the QEP?  
Why do the QEP?  
What is the process?

10 minutes:  
Describe the process: We will provide you with basic information on the three proposals. At each table there is a representative from the QEP Committee to help facilitate the process. Need poster listing key steps.

• You can discuss the proposals within your groups for clarification.

• You are asked to move through these steps in a timely manner. We are committed to keeping on schedule and appreciate your time.

• You have been provided a “fact sheet” on each proposal.

• Each of you will individually mark the response on the survey that best represents your opinions.

• We realize that you are being given limited information and ask that you “go with” your first impressions rather than going deeper into an issue.
• Your group will come to a consensus and complete one survey.

• A representative of the group will share your responses with the larger group.

20 Minutes for each Proposal and Feedback
Present each Proposal and Conduct the Process

Thank you and Goodbye
90 minutes

For the speedy group: Just in case:
Ice Breaker – Open ended question. What is the one most important issue or topic related to learning at Del Mar College? Write key words on the paper on the table – each table will have one large sheet – poster size with markers. Each individual writes one word on the poster paper. The team leader reads them to the group and posts them on the wall.