

PROTOCOL FOR INTERVIEWS/PANELS

Here is the protocol for the interviews/panels that the Community Engagement Subcommittee agreed to.

We're all in this together

This isn't going to work if we all don't do things the same way, or if we don't meet the deadlines.

Timeline

July 21, 2017 -- Start date

September 14, 2017 -- End of interviews/panels

September 21, 2017 -- Deadline for submitting interview/panel summaries (please don't leave them all to the end -- the time to write the report is really short and it will be easier if they come in as you do them)

Week of October 9, 2017 -- Distribution of draft report and subcommittee meeting to discuss revisions

October 19, 2017 -- Report-out to task force

Scheduling

The interviewer will decide whether a population/issue group should be handled as individual interviews, a panel, or both.

The interviewer will schedule interviews/panels based on his/her availability, but since all interview summaries must be submitted by September 21, interviews should be completed by September 14.

An email template for contacting people has been sent to you.

If you can't schedule everyone on the list within a population/issue group, get a minimum of two to three people on the list (either through individual interviews or a panel). Try for as broad of a representation as possible.

You'll probably want to schedule an interview for 30 minutes and a panel for one hour. That time allocation will only work, though, if you're adept at getting quickly through opening niceties and keeping people on track. If you think you might be short on time, add a little time to the interview/panel (e.g., 45 minutes for an interview, 1 ¼ hours for a panel).

Note taking/Summaries

A form was sent out for you to use to record your notes from interviews/panels.

No need to get every word down. Just capture the main points.

It will make things a lot easier if you get the summary out to us soon after the interview/panel.

If you have time left at the end of the interview/panel, feel free to ask any other questions you might have. There's a place at the bottom of the notes form where you can record questions and responses. You may want to use the same place to record your observations or something you want the report writer to be aware of.

Using the interview/panel form, please type your notes and send them to Phyllis with copies to Mike, Dan, Martha, Brittany, Randy and Shannon. We need you to use the form so that responses to each question can be easily located and added into the overall summary.

If you run into any problems, please let Phyllis know right away.