

Dear Delta Group:

Instructions for Interviews:

Complete 10 Interviews by Wednesday, November 26, 2003.

- Choose 10 people to interview: administrators, faculty, staff, students, community members, trustees—use the grid to prompt yourself so that the people you interview represent a diversity of ethnicities, genders, types of employees; everyone should try to interview at least one community member and at least one student.
- Ask each of your people if he/she is willing to be interviewed and confirm that he/she has not already been interviewed. Ask each of your people if he/she would like to have the interview questions ahead of time (Nancy Stetson says this is ok to do, but doesn't really recommend it.).
- Each interview should take about 35 minutes. The write up will take about 20 minutes.
- Assure interviewees that all comments are anonymous, but not confidential. In other words, stories and quotes will be shared, but no names will be attached to them.
- Explain that the information from the interviews will be integrated and used to develop vision and mission statements for the College's future and to identify some strategic goals for the College for the next few years.
- Use the space after each question on the interview guide for taking notes during the interviews. Note-taking can be tricky since everyone does it differently, but we want to be able to read your notes. They should be handed in with your summary sheets or sent to Kathy Hart separately (be sure to include the interviewee's name on both the summary sheet and the interview guide).
- Immediately after your interview time, summarize the results, using the summary sheet.
- Be sure to write your name, the date of the interview, and the person's contact information (department/division and phone number).
- Complete your interviews and write ups either electronically or in writing by Wednesday, November 26, and return them to Kathy Hart.

IMPORTANT:

- Ask the interviewee if he or she would be willing to complete one or more interviews, explain briefly how to do it, and send them the materials. Better yet, take along some extra packets for this purpose. Make sure your interviewee is able to complete the interviews by Wednesday, November 26.

If you have questions about this process, please call or email Kathy Hart at 954-5039.