

## **Appendix 10: Handout for Discussion Group Participants**

### **UNIVERSITY OF ARIZONA MILLENNIUM PROJECT ENHANCING THE CLIMATE FOR EXCELLENCE AT THE UNIVERSITY PART II: CLASSIFIED STAFF AND APPOINTED PERSONNEL**

#### **FACILITATED DISCUSSION GROUPS November 2001**

##### **DESCRIPTION OF THE PROJECT:**

The goal of the Millennium Project is to promote a culture at the University of Arizona that encourages productivity, creativity and excellence among all employees. The University has stated that all faculty, staff and students should be able to work unhindered by issues related to gender, race/ethnicity, or any other reason.

Classified staff and appointed personnel play a major supporting role in helping the University of Arizona achieve its goal of academic excellence. Other studies have looked at student issues at the University and the Millennium I Project looked at faculty issues. Now the Millennium II Project plans to gather information from staff and appointed personnel about their issues in the areas of climate, working conditions, satisfaction and morale.

Data for the project will be collected by means of a survey. In order to determine specific issues for the survey, five to seven small group discussions are being held with classified staff and/or year to year appointed personnel in each of the following job categories: professional non-faculty, administrative support and clerical, paraprofessional and technical, skilled crafts, and service and maintenance. All classified staff and appointed personnel will have a chance to respond to the survey once it has been developed.

Participation in these discussion groups is strictly voluntary. Their purpose is not to generate data that will influence conclusions or recommendations but rather to identify issues that will be used as items on the survey. The project assistants will take notes about issues raised at the meetings, but no recordings will be made and no names will be associated with comments in the notes.

The Project Director and Project Co-Chairs want to thank you for taking the time to participate. Your assistance in identifying some of the key issues affecting classified staff and appointed personnel is greatly appreciated.

##### **CONTACT INFORMATION:**

If you have any questions regarding the Millennium Project you may contact the project co-chairs:

Diane Perreira, Ed.D. [[perreird@u.arizona.edu](mailto:perreird@u.arizona.edu)]

Kathleen Miller, M.B.A. [[ukmiller@ag.arizona.edu](mailto:ukmiller@ag.arizona.edu)]

Millennium Project Office, Babcock 3213, Ph. 626-8383

If you have any questions regarding your rights as a participant in a research project, you may contact the Human Subjects Committee Office at Ph. 626-6721.