

Florida International University
VIOLENCE AGAINST WOMEN ON CAMPUS GRANT TASK FORCE

July 27, 2004
8:00 AM to 10:00 AM- Meeting #3
Phase II-Implementation Grant

SMALL GROUP INSTRUCTIONS

1. Review:
 - (i) the original Procedures Document,
 - (ii) the newly drafted checklist document and
 - (iii) any photocopies of notes your group made at the last meeting.

2. Working with the small group recorder who will have a computer to capture your decisions, revise and refine your procedures checklist:
 - a. ensure that all procedures previously drafted during Phase I which you want to retain are included;
 - b. check your notes to see if all the suggestions you made are correctly reflected in the new checklist draft;
 - c. ensure that your procedures address each of your policies as reflected in the final Policy Document adopted during Phase I.

3. Your work will be captured on the laptop provided. The work you do today will be reported on for the full group to review and adopt at the next meeting.