

Wellness Coalition – Assessment and Data Analysis Work Group

Meeting minutes

January 23, 2009

Members present:

Becky Zonies Kenemuth (chair)

Lohse Beeland

Tracy Zeeger

Kevin J. Atchison

Rebecca Thomas

We began the meeting by collecting contact information for all the group members.

We then discussed possible people who we may want to join the group as we develop an assessment schedule and start looking at current data. The groups and/or people discussed were:

- Students from the School of Public Health who are looking for practical research experience.
- A non-exempt staff member who could provide us with assistance in language translation and overcoming any other barriers we may encounter (i.e. access to internet)-Kevin will check.
- Faculty from the Psychology department (Becky will check), other faculty in other departments.
- Graduate students in general, if they are looking to develop instruments or do data analysis.
- We need someone with a web background, possible someone from OIT, Nethics.
- We should talk to faculty and incoming graduate students at the School of Public Health who may need thesis and internship ideas.

We then decided on a February meeting time. February 19th, 9:30-11:00am in room 0121 Eppley Rec Center. We will decide on a regular meeting time at the next meeting. Please bring a list of times that DO NOT work for you.

Our discussion was then focused on what our goals would be in the immediate future:

- We will create an assessment plan. Each group will be assessed every 2 years, alternating between faculty/staff & students. We may create our own assessment for students. For the upcoming year, we will assess both groups.
- We will develop a faculty/staff assessment (Implement in October)

- After discussing the best time to facilitate this assessment, we decided October would be best. The other months may give us unrealistic data as our health and wellness activities tend to fluctuate with the seasons/holidays.
- Becky will talk to the Faculty Senate to get their assistance in reaching out to the Faculty.
- We will look into getting Provost support so the Deans will encourage their staff to take the assessment.
- It would be good to use the Faculty/Staff Health Fair or another venue where non-exempt staff are attending to easily reach them.
- We need to include and emphasize that the information provided will not be given to insurance providers or supervisors.
- IRB approval will be needed. (Goal: July)
- We will conduct pilot testing before administering the assessment (Goal: April or May)
- We will start developing questions at our next meeting. Everyone should come to the next meeting with a few questions in mind.
- Tracy will be sending out other assessments used by peer institutions.
- Lohse will find a list of communication tools, daily messages, etc that go out to departments.
- If the programming group does something in October we will try to link the assessment with that activity.
- Tracy will also try to get a copy of the NCHA survey.
- Incentives are needed for the survey. We discussed: CRS membership, nice Maryland “garb”.
- Types of questions to include: child care, life balance issues
- Tracy will also check with the Work/Life Initiative in DSA to see if they have done any assessment.
- We understand that we will be asked to do other tasks from other work groups and will fit those in as needed.

Our next meeting is scheduled for February 19th, 9:30-11am 0121 ERC

Wellness Coalition

Assessment and Data Analysis Working Group

Meeting Minutes

February 19, 2009

Attendees: Kevin Atchison, Erin Delaney, Hallie Heaney, Becky Kenemuth, Rebecca Thomas, Tracy Zeeger

Goals

Short Term:

- Conduct an assessment based on self reported data to identify the health status and current wellness related behaviors of campus faculty/staff in time for the Spring 2010 launch of the Wellness Initiative.
- Support other Wellness Coalition Working Groups by providing the necessary data to build communications, policies, and programs that are attractive, beneficial, and effective for faculty/staff.
- Compile data regarding the 3 priorities (Physical Activity, Overweight and Obesity, Mental Health and Stress) identified during the Strategic Planning of the Wellness Coalition.

Long Term:

- Develop a protocol and assessment tool for gathering data for faculty/staff and student wellness to be conducted on an annual basis (faculty/staff to be assessed on opposite years as students leading to new data for each group every other year).

Existing Faculty/Staff Data

- The School of Public Health (formally HHP), conducted faculty/staff health assessments from 1989 until around 2000. In order for faculty/staff to use the free fitness resources in the building, they were required to participate in health related testing.
- The data is not only outdated, but it is skewed because the individuals that participated in it were interested in using the fitness facilities. It does not capture the health information of others.
- **Becky will contact the School of Public Health to see if we can see the data in case it is helpful in moving forward with the new assessment.**

Considerations for Creating the Assessment Tool for Faculty/Staff

- It is important to ask faculty/staff what they want. If we provide programs that they do not want, they will not be utilized or effective.
- We will consider asking questions related to University Policy to not only identify effective and ineffective policies, but to also gauge faculty/staff understanding of University Policies related to wellness.
- As we are hoping to build an assessment that will be useful in the future, it might be effective to create a tool that addresses many components of wellness, not only the 3 priorities identified by the Wellness Coalition. If the instrument is general, it can be used to gather more information and it will be more helpful into the future.
- Even though we hope to gather much data from the assessment, it should not be too long as to deter people from completing it.
- It will be helpful to review existing assessments to determine their strengths and weaknesses. It will give us ideas for building our own assessment.
- Tracy provided the group with a number of Health Risk Assessments to use as guides
- We need to consider cost versus benefit. If there is an existing assessment that is outstanding, it might be worth paying for the service rather than creating our own assessment.

For Next Meeting:

- To make progress, we divided tasks.
 - Hallie and Kevin will research Corporate Wellness Assessment/Evaluation techniques
 - Erin and Rebecca will research educational institutions or public organizations (i.e. non-profit organizations) Wellness Assessment/Evaluation techniques
 - Tracy and Becky will begin to develop a small evaluation to focus on the 3 priorities of the Coalitions for the April 28th Wellness Expo

Future Meeting Dates – Please Mark Your Calendar:

Tuesday, March 3rd at 2:15 p.m.

Tuesday, March 24th at 2:15 p.m.

Tuesday, April 7th at 2:15 p.m.

Tuesday, April 21st at 2:15 p.m.

Tuesday, April 5th at 2:15 p.m.

Tuesday, April 19th at 2:15 p.m.

All meetings will take place in 0121 Eppley Recreation Center.

Should you wish to communicate with the group, the reflector address is wellnessassessment@umd.edu.

Wellness Coalition
Assessment and Data Analysis Working Group
Meeting Minutes
March 3, 2009

Attendees:

Kevin Atchison, Ken Beck, Erin Delaney, Jojo Entsuah, Hallie Heaney, Becky Kenemuth, Joelle Salmon, Rebecca Thomas, Tracy Zeeger,

Webinar:

The Jed Foundation is sponsoring a Webinar on assessment and data collection. It is free. **If you are interested in participating, please let us know.** If people are interested, we can meet and participate together:

Measuring Impact

Wednesday, April 1, 2009 – 2:30 to 4:00 pm EST

The Jed Foundation

For more information: <http://jedfoundation.org/professionals/campusmhap-measuring-impact>

2 Assessments/Timeline:

- **Initial Assessment:** The first assessment will be distributed on April 22nd at the Wellness Expo. It will focus on the 3 priorities of the wellness initiative (physical activity, overweight and obesity, mental health/stress). Because it is an assessment for quality improvement, it is not necessary to obtain IRB approval (Tracy determined this through conversation with Joe Smith). This assessment will help the committee to gather quick data to use in the creation of wellness programs for faculty and staff. The assessment will also provide information for and guide the creation of the larger and more specific assessment for faculty and staff.
- **Long-Term Assessment:** The committee will begin to create an assessment to be used for the longer term in order to gather data on faculty/staff wellness. The goal of the group is to distribute this instrument every other year in the future to remain current on the status of faculty/staff wellness

and to create programs and policies based on findings. The initial distribution of the assessment will take place in October. The committee hopes to obtain IRB approval for this assessment during the summer as well as conduct pilot testing to ensure that the assessment is valid and reliable.

Literature Review and Previous Research/Assessment:

- Many universities and corporations have assessments, but they are not available for the public to view because there is a cost associated with them. It is difficult to find existing assessments that are free to view.
- Many non-profit and private corporations have wellness and health related programs for employees. It is important to focus the programs and initiatives on the specific needs of the population.
- Many companies/universities provide incentives to employees to complete a wellness assessment.

Considerations for Gathering Data:

- Web-based surveys do not often have a high response rate and not all employees have access to the internet. Therefore, it might be necessary to gather data through many methods.
- It is important to recognize that the population is very diverse. Therefore, the data may not be generalizable. It might be necessary to gather specific data based on the population.
- Not only must the assessment address current behavior, but it should also address concerns. It is important to understand the needs and concerns of the people, not just their current behaviors so we can create effective programs accordingly.
- We must have future conversations to determine the best way to gather data so we do not effect responses (i.e. If we attach surveys to health benefits, individuals might think that their answers will effect their health coverage – we do not want that to happen!).
- It might be helpful to lead focus groups at the Wellness Expo in order to gather preliminary data. It will be helpful in creating the large-scale assessment and in identifying needs of employees.

Existing Instruments:

- Kevin passed around a simple instrument that he found on the internet that a specific company uses to gather wellness information about employees. The instrument focuses on “What do you do now (behavior)” and “What do you want to see” (needs for programs and policies). This instrument will be a good guide for building the simple assessment for April.
- Becky passed around a number of federal government instruments that are used to assess the wellness of the public. They will act as a guide to building the larger assessment meant for long term data collection of faculty and staff.

Goals of the Assessment:

The goals of the assessment include:

- Where are you now? (in terms of wellness)

- What do you want to see? (programming and policy)
- What concerns do you have about your wellness?
- What are your needs?

Next Steps:

- Becky and Erin will create a draft assessment for April 22nd and send it to the working group for their editing. They will get the draft by spring break.
- Tracy will call Joe Smith to ask about IRB approval for both assessments
- Tracy will resend the Health Data information to the group for review.
- Everyone will try to make room in their schedule to help at the Wellness Expo on April 22nd from 9:00 a.m. – 2:00 p.m.
- Becky will contact Anne Sawyer and Sharon Desmond to see if they know of students who might be willing to help with instrument distribution and possibly focus groups at the Wellness Expo.
- Becky will contact the Chairs of the other Working Groups to see if they would like us to include specific questions on the assessment for April 22nd.

Next Meeting:

- At the next meeting, the group will review the assessment that Erin and Becky create for the wellness expo on April 22nd.

Future Meeting Dates – Please Mark Your Calendar:

Tuesday, March 24th at 2:15 p.m.

Tuesday, April 7th at 2:15 p.m.

Tuesday, April 21st at 2:15 p.m.

Tuesday, May 5th at 2:15 p.m.

Tuesday, May 19th at 2:15 p.m.

All meetings will take place in 0121 Eppley Recreation Center.

Should you wish to communicate with the group, the reflector address is wellnessassessment@umd.edu.

Wellness Coalition

Assessment and Data Analysis Working Group

Meeting Minutes

March 24, 2009

2:15 p.m.

Members Present: Kevin Atchison, Ken Beck, Erin Delaney, Jojo Entsuah, Hallie Heaney, Becky Kenemuth

Members Absent: Lohse Beeland, Adrienne Hamckie-Wicker, Joann Prosser, Rebecca Thomas, Tracy Zeeger, Joelle Salmon

Old Business: **Webinar**
Hallie offered to attend:
Jed Foundation
Webinar IV: Measuring Impact
Wednesday, April 1, 2009
2:30 p.m. – 4:00 p.m.

Assessment

The committee spent the entire meeting reviewing the draft faculty/staff assessment and making edits. Those present at the meeting offered comments and edits, and a few who were not present provided feedback via e-mail prior to the meeting.

New Business : **Becky** will compile the edits for the faculty/staff assessment and submit to the group for review prior to the April 7th meeting.

Kevin will identify an individual who is able to translate the assessment into Spanish

Kevin will contact Adrienne Hamckie-Wicker to get information on Eduventures and determine overlapping goals.

Erin will contact Joe Smith from IRB to determine if this assessment must get IRB approval

All committee members will review the updated assessment prior to the next committee meeting on April 7th

Future Meetings: Tuesday, April 7th at 2:15 p.m.
Tuesday, April 21st at 2:15 p.m.
Tuesday, April 5th at 2:15 p.m.
Tuesday, April 19th at 2:15 p.m.

All meetings will take place in 0121 Eppley Recreation Center.

Wellness Coalition

Assessment and Data Analysis Working Group

Meeting Minutes

April, 7 2009

2:15 p.m.

Members Present: Kevin Atchison, Lohse Beeland, Erin Delaney, Jojo Entsuah, Hallie Heaney, Becky Kenemuth, Tracy Zeeger

Members Absent: Ken Beck, Adrienne Hamckie-Wicker, Joann Prosser, Rebecca Thomas, Joelle Salmon

Old Business: **Update on Assessment for Wellness Expo (April 22nd)**

Tracy shared concerns about the assessment that she and Barb had discussed in a previous meeting. Concerns included:

- The assessment is too long to distribute at the Wellness Expo because people will not want to take the time to complete it.
- It asks questions that are not necessary to ask at this early state of data collection. Rather, many of these questions would fit better on the “Big” faculty/staff assessment that will be distributed in October.
- The goal of the assessment should be strictly to identify needs and to better understand what faculty, staff, and students want/need from the wellness initiative.

Review/Restructure of the Current Assessment

The group reviewed the current draft of the assessment to determine which questions should remain and which questions should not be addressed in this assessment.

The group also edited questions that will remain in the assessment to ensure they are well written and clear.

Eduventures

Kevin spoke with Adrienne Hamckie-Wicker about Eduventures and the possibility of working in collaboration. The Division of Student Affairs currently has a contract with a company called Eduventures. Each year, they conduct 2 assessments (topics identified by the Eduventures Committee). This past year, they conducted an assessment of Work-Life Balance. Information collected has the potential to help in discussion of wellness related policies on campus.

Adrienne explained that the University has not yet decided to renew the contract with Eduventures. If they do renew it, there is great potential to work collaboratively to conduct a wellness related assessment. The decision as to whether they will continue the contract with Eduventures will be made before summer.

New Business : **Timeline for Assessment - April 22nd**

Because there is a short timeline to review, solidify, and print the assessment in time for the April 22nd Wellness Expo, the group identified a timeline.

- **Becky** will edit the assessment in time for the meeting on Monday with the Chairs of the Working Groups.
- **Becky** will bring the updated assessment to the meeting on Monday and ask for feedback and suggestions from the Chairs of the Working Group.
- **Becky** will update the assessment according to the recommendations of the Chairs by Tuesday and send to the Assessment Committee for their review.
- **The Assessment Committee** will review the updated Assessment by Thursday
- **Becky** will update the assessment according to the committee's suggestions.
- **Tracy** will photocopy the assessment in time for the Wellness Expo on the 22nd.
- **Kevin** will work to get the assessment translated into Spanish in time to have it photocopied and distributed at the Wellness Expo.

Wellness Expo Assessment Distribution

We will distribute the assessment at the Wellness Expo-April 22nd.

Wellness Expo: April 22nd

9:00 a.m. – 2:00 p.m.

Grand Ballroom, SSU

The group began to sign up for shifts in order to distribute the assessment. For those times not filled in by the committee, we will recruit students and ask people from other Wellness Working Groups for help:

9:00 a.m. Kevin
10:00 a.m. Hallie
11:00 a.m.
12:00 p.m.
1:00 p.m. Lohse

Next Steps

Once we have completed this assessment, there are a number of next steps:

- Figure out a way to input the data collected in the assessment
- Use the data collected to begin creating the faculty/staff assessment
- Begin drafting the faculty/staff assessment so it can get IRB approval by August for distribution in October.

Future Meetings: CANCELED: Tuesday, April 21st at 2:15 p.m.
Tuesday, May 5th at 2:15 p.m.
Tuesday, May 19th at 2:15 p.m.

All meetings will take place in 0121 Eppley Recreation Center.

Wellness Coalition

Assessment and Data Analysis Working Group

Meeting Minutes

May 5, 2009

2:15 p.m.

Members Present: Kevin Atchison, Ken Beck, Jojo Entsuah, Becky Kenemuth, Rebecca Thomas, Tracy Zeeger

Members Absent: Lohse Beeland, Erin Delaney, Adrienne Hamckie-Wicker, Hallie Heaney Joann Prosser, Joelle Salmon

Old Business: **Overview of Steering Committee Meeting**

Becky gave an overview of the Steering Committee meeting with regard to the progress of the other working groups and other information discussed in the meeting.

Review of the Wellness Expo

The group provided feedback from the Wellness Expo. It included:

- It seemed that students were confused about the needs assessment. They assumed it was just for faculty and staff.
- If we do another assessment in the future, we should encourage ALL people to participate so that students do not feel like it is not for them.
- We collected about 400 assessments. Tracy's interns are inputting the data into the computer now for review shortly.
- People were very willing to complete the assessment when asked. They were not turned off by it.

New Business : **Next Steps for the Needs Assessment**

Tracy's office is putting the data into the computer now. Once the data input is complete, **Tracy will send the excel spreadsheet to everyone in the working group for review.** Everyone will have the opportunity to review the data and run numbers in SPSS.

Once we have finished crunching the data, the working group will prepare a short summary report for the other working groups. That information will be helpful to the other working groups as they create, plan, and develop ideas.

To Purchase Assessment or to Develop Assessment?

Understanding that our goal is to conduct the assessment in October 2009, we need to move quickly to either purchase or create an assessment in time. We had a discussion on both. The following points were made:

- The advantage of purchasing an assessment is that there is a common metric. There are others to compare the data to
- It is quicker to purchase an assessment for this year and develop one for future years. Otherwise, we don't feel like we have enough time to develop an assessment by October.
- If we purchase an assessment and can't afford to give it to ALL faculty and staff, we can take a random sample. Since the purchased assessments average about \$3 per person, we will afford a limited number of instruments

Proposing to Purchase an Assessment

After discussion, the group agreed that it would be the most effective to purchase an assessment to use with the faculty and staff next fall.

By Tuesday, each group member will review the 4 instruments that Tracy has found (and will send to the group). Members will identify which assessment they like best considering the instrument and the report they receive at the conclusion of the assessment. Please send an e-mail to Becky by Tuesday, May 12th with your comments and feedback on the instruments.

Becky will compile results on favorite instruments.

Tracy and Becky will look up important information on the most favored instrument according to the group. They will determine price, process, and other important information for proposing the idea to the Steering Committee.

Should we end up purchasing an assessment, there is much we need to consider including:

- Gathering a stratified sample of faculty and staff
- How to best get access to individuals
- How to encourage people to participate
- Incentives and rewards
- If it can't be done on the computer, what are the logistics for completing it on paper

Once all the information is gathered, the working group will develop a proposal for the Steering Committee. The proposal will include a recommendation on a specific instrument, cost projections, and plans for distribution, collection, and other details associated with gathering data.

Cost Estimate

Very quickly, we came up with an estimate of the total cost of the assessment and collection process. We anticipate it being around \$10,000 or less. We will create a better estimate for the proposal to the Steering Committee.

Assignments:

There are a number of assignments:

- **EVERYONE:** for Tuesday, May 12th, all group members will review the 4 instruments that Tracy has found.
- Tracy will speak to her colleague at the University of South Carolina to find out more information about their assessment.
- JoJo will gather information about faculty and staff including numbers and any statistical break down that is available.
- Becky will compile individual instrument preferences.
- Becky and Tracy will gather information on the specific instruments that people favor and begin developing the proposal for the Steering Committee to purchase an assessment.

Future Meetings:

Final meeting: Tuesday, May 19th at 2:15 p.m.

0121 Eppley Recreation Center.

