

RJTF Subcommittee Final Report Format (*Finalized 1/27/21*)

NAME OF SUBCOMMITTEE

Section I. Summary of Major Findings with Suggested Recommendations

- This equates as the executive summary of the Subcommittee's findings
- Major findings should be concisely worded and kept brief
- Recommendations should be supported by findings – please include both here.

An example of this would be:

- **Finding** – ‘only 2% of administrative positions are currently held by ALANA community’
- **Recommendation** – these numbers must be increased to 6% within 3 years.

Section II. Introduction – About the Subcommittee

- List members & Co-chairs
- Please briefly describe your general area of inquiry (e.g. Workforce, Investment and Support of Students, Police and Public Safety, etc.)
- What areas or functions of the University does this area of inquiry include?
- Briefly describe the Subcommittee's efforts to organize and begin to approach the task of the committee (this is about your early thought processes, efforts to develop mutual understanding within the committee, consensus building, etc.); essentially, how did you endeavor to work together?

Section III. The Research Question

- Please describe and discuss the research question or questions that informed your inquiry; perhaps provide a primary and/or secondary ranking in order of importance.
- Here you might put your questions in some sort of ranking order, noting the dominant or principal research question and the subordinate or auxiliary questions that were identified, perhaps subsequently.
- Next, please describe how your research questions are connected to the areas of concern expressed by students, faculty, and staff of color during the Racial Justice Forums, student and alumni letter of demands, Student Focus Group Report, Amplify event, and other related reports. (This serves to validate your research questions.)

Section IV. Methods

- Please describe the methods adopted by the Subcommittee to explore the research question(s) and discuss why those methods were optimum, meaning the best option available. [Classic social science research methods include experiments, survey research, field research, interviews or focus groups, analyzing existing statistics, evaluation research, etc.]
- Please discuss what data were necessary for the Subcommittee's work and whether the needed data existed or had to be created.
- Include challenges encountered in obtaining the data and whether or how the issues were resolved. This is helpful information that could assist in creating new data streams that currently don't exist.
- Please discuss specifics of data sought and received. You might identify your data from the following categories:
 - (1) Existing data
 - (2) Created data
 - (3) Surveys –
 - a) Please describe your survey.
 - b) What was its objective?
 - c) How successful was its implementation? (Number emailed, number returned completed, % responses that were useful).
 - (4) Interviews –
 - a) Please briefly describe the nature and/or purpose of the interviews.
 - b) Nature of the interview structure (open-ended or closed-ended questions).
 - c) How many were requested and how many were completed?
- Please address the relevance of anonymity and confidentiality issues regarding your data solicitation processes.
- You can address or indicate the necessity for IRB review – if applicable.

Section V. Findings

- Please discuss how the Subcommittee worked together to understand the data and determine what is well substantiated by the evidence accumulated.
- Please describe the findings determined by the Subcommittee's analysis. Findings are the outcomes of your research and are based on empirical evidence rather than opinion. Essentially describe what the data tell us.

- It is also helpful for the Subcommittee to describe other interpretations or understanding of an issue based on recognition of institutional history and practice. This perspective would not be established by empirical observation but may still have merit.

Section VI. Suggested Recommendations

- Please thoroughly discuss the suggested recommendations which serve to act as corrective measures to the area of concern represented in the research question.
- Please provide in detail how the Subcommittee's recommendations are directly connected to the findings reported in Section V.
- Please consider the issue of sustainability as it relates to your suggested recommendations.
- Please offer options or actions for change that should be considered by the administration, although such options are not directly substantiated by Subcommittee findings.
- Please describe what other data would be helpful to the University when it comes to racial equity concerns that it currently does not collect.
- What other recommendations do you have to offer to the RJTF Co-Chairs?

Section VII. Narrative of the Subcommittee

- Please discuss the overall experience of doing this significant work on behalf of the University. What lessons were learned? What new discoveries were made about problem-solving tasks with group members from across the spectrum?
- Please describe unexpected discoveries. What surprised your Subcommittee?
- As a result of your work, what areas should the University explore further?

Section VIII. Appendix

- Please cite and reference all supplemental writings, articles, websites, videos, charts, tables, other graphics or other noteworthy materials that impacted the work of the Subcommittee.

Section IX. Acknowledgements

- Individuals that your committee is indebted to!