1. Before the data were received, the Provost and the Chairs of the Council of Chairs and the Faculty Senate invited faculty (2 Professors, 2 Associate Professors, 2 Assistant Professors, 2 Lecturers) and 2 administrators to join a working group to study the COACHE results.

2. Once the data were available, the Provost sent a letter to all faculty that provided access to the COACHE Provost’s and Governance reports and included a list of working group members. She also sent out a report, generated by the Director of the John Jay Office of Institutional Research, that included a preliminary, extensive analysis of trends in the data (e.g., examined differences within the Associate Professor rank as a function of years in rank). In addition, all reports, supporting COACHE materials and the data were posted on the JJ intranet for all to access.

3. The Provost and the Chairs of the Council of Chairs and the Faculty Senate charged the working group at their first meeting and then left to let them begin their work.

4. The working group’s guiding principles include transparency, inclusiveness and responsiveness.

5. To date, the working group has met several times and has:
   a. had phone and in-person meetings with Todd Benson, Associate Director of Surveys and Analysis at COACHE.
   b. had John Jay’s Institutional Research Director come talk to the group about the COACHE data and how to analyze it and other data that the group might find useful.
   c. asked the IR Director for additional analyses not provided by COACHE.
   d. identified three areas to focus on: workload, tenure and promotion and subgroup (i.e., Associate Professors, Women, Faculty of Color) issues.
   e. broken up into subgroups based on focus areas to delve into the data (from COACHE and other sources) related to their focus area.

6. Going forward, the working group plans to:
   a. Set up a website and a dedicated email address to keep the community informed of its progress via meeting minutes and reports and to allow for posting of targeted surveys and the opportunity for faculty feedback on recommendations.
   b. Send emails to the community to provide updates on their progress (the first such message has been sent).
   c. Hold a session during an upcoming faculty development day to discuss targeted issues uncovered by the working group and its subcommittees.
   d. Collect additional data through various means to probe the meaning of the findings further (e.g., online surveys, small focus groups, interviews).
   e. Some time during the Spring semester, the group plans to issue recommendations to the administration, Council of Chairs and Faculty Senate (and possibly others) that emanate from the research.
   f. Subsequently the committee will meet regularly (approximately 1/semester) to monitor progress on the recommendations and follow up as needed.

7. For more information, please send an email to: coachegroup@jjay.cuny.edu.