# FSA Steering Committee focus group script

**Welcome and context:**

Write the lgbt fsa email address on the board so that folks who want to sign up for the mailing list can do so

Welcome and thank everyone for coming

Introduce the facilitators (Elisa and Kyle)

Have the participants introduce themselves (name, pronouns, position, something fun about them to help break the ice)

**What we are here to do:**

This is a series of focus groups being jointly facilitated by the FSA steering committee with some help from staff in human resources

Three objectives:

* Identify areas of need for LGBTQ faculty around which programming could be built
* Attempt to re-engage membership in the work of the FSA
* Identify champions in the community that can help us drive initiatives forward

They’ll see those objectives reflected in the questions and structure of the session.

**What will we do with this information?**

* Mine it for ideas for potential programs/initiatives
* Better understand needs/wants of the FSA membership
* Improve engagement with FSA initiatives

**Timeline**

* Complete focus groups in March of 2019
* Assess where we are over summer, perhaps carry out more focus groups to supplement
* Report done either in summer or Fall, depending
* Develop a plan of action for 2020-2021 budget year based on that report, so that it can inform budgeting, which happens in June.
* If this effort is successful, repeat it every two years.

Pause to ask for questions.

**Question Script**

What are causes/issues that are important to you and why?  These can LGBT-related or not.

How involved are you with the FSA?  How would you characterize your experience with the organization overall?

Are there barriers to participating in FSA events? If do, what are they?

What would motivate you to attend or participate in FSA events?

What campus or non-campus LGBT-related services do you make use of?  Roughly how often?

Do you see needs or gaps for services that are not currently being filled?  What are they?

**Brainstorming:** Can we brainstorm solutions to some of the gaps or needs we’ve come up with together? (this section can be dynamic, depending on what the group has come up with so far)

Are you interested in being an FSA Champion? Commitments are:

* FSA Steering committee can reach out to for feedback on programs in your identified areas of interest
* FSA can ask you to attend and invite others to attend programs in your identified areas of interest
* FSA can contact you to provide feedback on ideas for programming in your identified areas of interest

Ask about incentives!

If there’s time ask about the LGBTQIA+ name change.

**Wrap-up**

Ask for any final questions/comments

Note that session notes will be shared via email as soon as they are completed

Reiterate the project timeline

Thank everyone for coming