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MEF. Teleconference. 13 November 1995. Minutes,
November 1995.

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MINUTES: MEF TELECON
DATE OF MEETING: NOVEMBER 13, 1995, 9:30 p.m. EST
DATE MINUTES ISSUED: NOVEMBER 28, 1995
PARTICIPANTS: Gail Dorph, Alan Hoffmann, Adam Gamoran, Ellen Goldring, Bill Robinson

COPY TO: Annette Hochstein, Ginny Levi, Josie Mowlem, Debra Perrin

I. January Consultation on the *Manual for The CIJE Study of Educators*

The group suggested Sunday, January 21, 1995, for the date of the January consultation to communities on using the *Manual for The CIJE Study of Educators*.

The primary purpose of this meeting will be to provide participants with an understanding of the "big picture" (i.e., building the profession and community mobilization), the importance of collecting data, and the benefits of using the instruments developed by the CIJE. In particular, the participants will learn how they can use the information obtained from specific questionnaire items to create a report that provides vital information for building the profession and mobilizing the community.

Assignment The MEF Research Team, in cooperation with the CIJE staff, will design a curriculum for the consultation.

The *Manual for The CIJE Study of Educators*, along with the *Coding Instructions for the CIJE Educators Survey*, will serve as the primary text for the consultation.

II. *Manual for The CIJE Study of Educators*

Assignment After NR approves the final version of the *Manual for The CIJE Study of Educators* and ADH reviews and approves the title page (containing the acknowledgement), BR will produce the *Manual*. The group decided that the *Manual* should be bound in a soft-covered, ring binder with a plastic shield on the outside into which a cover can be placed. The different sections of the *Manual* will be printed in different colors, except for the *CIJE Educators Survey* which will remain white. The *Manual* will be printed on single-sided sheets.

III. Next Steps on the *Evaluation Institute*

Assignment EG and GZD will meet with Leora Isaacs of JESNA during the GA to debrief the evaluation consultation and to think about appropriate next steps. EG and GZD also will discuss the same during the GA with ADH.

CIJE-MEF ASSIGNMENTS

MEF Telecon

NO.	DESCRIPTION	ASSIGNED TO	DATE ASSIGNED	DUE DATE
1.	Develop curriculum for January consultation.	MEF, in cooperation with CIJE staff	November 13, 1995	January, 1995
2.	Review and approve <i>Manual for The CIJE Study of Educators</i> .	NR	November 13, 1995	December, 1995
3.	Review and approve title page of the <i>Manual for The CIJE Study of Educators</i> .	ADH	November 13, 1995	December, 1995
4.	Produce <i>Manual for The CIJE Study of Educators</i> .	BR	November 13, 1995	January, 1995
5.	Produce <i>Coding Instructions for the CIJE Educators Survey</i> .	BR	November 13, 1995	January, 1995
6.	Discuss the next steps in creating the <i>Evaluation Institute</i> .	EG, GZD, ADH	November 13, 1995	November 17, 1995

updated November 13, 1995

