



December 18, 2007

Letter to Facilitators of MUW Focus Groups

Dear [Facilitator]:

In conjunction with our upcoming 125th anniversary, MUW is in the midst of a planning project called MUW 20/20: Envisioning our Future, Fulfilling our Promise. As part of that effort, MUW is undertaking an internal scan using the focus-group qualitative research technique to gather information and opinions from our campus community, including MUW faculty, staff, and students. I am writing to ask for your assistance.

The success of any focus group rests with the ability of the facilitator to manage the sessions, encourage participation, and remain objective. The membership of the President's Cabinet has recommended you as a focus group facilitator. I heartily endorse their recommendation and am writing to ask you to serve in this capacity. If you accept this responsibility, you will be asked to attend a facilitator training meeting on January 4th (11:00-12:00 p.m. in Welty Board Room) and lead two focus group sessions during the month of January. These focus group sessions are going to be scheduled on Friday afternoons and will last approximately ninety minutes.

Additionally, facilitators will be asked to join in the next step of this process by becoming members of the Focus on the Future Task Force who will be charged with reviewing the information gathered throughout the MUW 20/20 process and reporting those findings to me and the Cabinet.

This is a very significant moment in the history of our institution and I hope you will be able to assist us. Please respond to Jill O'Bryant at 329-7100 or at jobryant@muw.edu.

Sincerely yours,

A handwritten signature in cursive script that reads 'Claudia A. Limbert'.

Claudia Limbert
President

P.S. Since it is the holidays, I am sending this letter to you by both email and regular mail.