

DRAFT ABSTRACT ON CORE RESEARCH MEETING EFFECTIVENESS EVALUATIONS

Background

Engaging partners in Caring Communities (EPICC) is a federally funded community-engaged research project involving staff from three academic institutions and one community organization. The EPICC Core Research Team meet every week to assess project progress and plan future project activities. At the end of each meeting participants are asked to complete an anonymous online meeting evaluation form. A summary of these meetings over one year was presented to meeting attendees to demonstrate the relevance of their input over the year and to encourage weekly evaluation form completion.

Methodology: Core Research Team weekly meetings evaluations from December 2023 to December 2024 were collected using REDCap, a data management tool housed at Vanderbilt University. The evaluation form includes a rating on a 5 scale from Poor to Excellent for eight items including clarity of goals, level of participation, leadership, cohesiveness among participant, quality of decision making, productivity of meeting and conflict resolution. The form also includes a text box for additional comments. Data for 47 meetings were analyze using Special Package for Social Sciences (SPSS) to generate frequencies to present to Core Research Team members.

Results: Results were generally good or excellent for eight items with a few areas indicating a need for improvement. Out of 197 responses collected over the course of one year, only 1.6% indicated where few members rated the quality of decision-making, productivity, and cohesiveness among participants as fair or poor. The findings also captured few key elements that form a major component of the evaluation including low attendance of community partners and productivity of the meetings towards the end of 2024.

Conclusion: Conducting regular meetings is critical in project implementation as these meetings bring project participants together to take decisions. The meetings were generally observed to be good and productive as indicated by participants responses. However, evaluation responses indicated that there were some gaps or challenges during some meetings. These offer opportunities

to improve meeting processes and need to be addressed. Team members were encouraged to complete the evaluation survey each week to contribute to improvement.