



# The Commonwealth of Massachusetts

## Asian American and Pacific Islanders Commission

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### Agenda

AAPIC x UMB Survey Subcommittee Bi-Weekly Meetings

Monday, November 18, 2024 · 11:00 AM – 12:00 PM

Zoom: <https://us06web.zoom.us/j/6603360175>

The meeting will be held via teleconference in compliance with the Governor's Executive Order on the Open Meeting Law

Survey Development Team Members	<b>UMASS Boston Institute for Asian American Studies</b> Dr. Paul Watanabe Shauna Lo
	<b>AAPIC</b> Commissioner Saatvik Ahluwalia Commissioner Karen Chen Commissioner Danielle Kim Jennifer Best Yasmin Padamsee Forbes Shubhecchha Dhaurali
	<b>APIs CAN!</b> Jaya Aiyer
	<b>Polling Company</b> TBD

**In-attendance:**

### Action Items from Last Meeting

**1. Survey Vendor Selection Updates- proposal from MassINC?**

- Did Paul follow up with Steve from Mass Inc. to get the specific figure for the survey, including the number of Asian languages that can be accommodated within the \$99,999.99 budget
- Methodology discussion? Goal is for 1500 respondents - combination methodology technique with web and telephone surveys
- Translation services (4-5 languages) can be done by UMB/AAPIC to help MASS Inc.

**2. Setting up Meeting w/ Mass Inc**

- a. Schedule a meeting with Steve from Mass Inc. to discuss the survey goals



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### Executive Director

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ion.org

and involve the community groups for translation assistance.

### 3. **Funding** - [Survey Revenue & Expenses](#)

- a. UMASS Boston Expense Report - [Expense Report FY24 MA AAPIC.pdf](#)
- b. Expense Report for FY2025 can be completed, although it is just an estimate
- c. UMB has not yet received payment from APIsCan (Jaya)

### 4. **ACF Funding from Danielle Kim**

- a. Follow up with Danielle from the Asian Community Fund to confirm the \$25,000 contribution.

### 5. **ISA for 2025**

- [ISA UMB 2024 Amendment \(2\).pdf](#)
- [When will UMB sign the contract and send it back to AAPIC with an invoice?](#)
  - No estimated completion date yet, but Shauna will be following up - invoice is not able to come until the account set-up - has to come from Research office in UMB not Shauna

### 6. **Translation of Survey Questionnaire**

- a. Commissioner Karen Chen suggests translation now into different languages
  - i. Vietnamese, Chinese (incl. Mandarin, Cantonese);, Kamai
- b. Separate sum of money UMB would put forward - depends on if the survey is through web/telephone
  - i. Printed version of translated survey
  - ii. Have a person to do it over the phone
- c. Survey needs to be finalized before translation started
  - i. Commissioner Karen able to do translations in Chinese
  - ii. Shauna asks Paul to ask how many Asian languages Steve from Mass Inc can handle regarding how much the price would be
  - iii. Karen: Thinks it would be good for Steve to join and have the community group help with translations for at least a short call
    1. Set up a meeting with Steve from MassInc

### 7. **Applying for Other Funding**

- a. Asian Community Fund FY25
  - i. In talks with Commissioner Kim about how ACF can assist
  - ii. Not been too responsive, will send another email about this



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### 8. Communications Strategy - Discussion & plan needed by end of January 2025

- a. Aspects of Dissemination
  - i. Press Conference/Briefing
  - ii. Social Media
  - iii. Media (reporters, news)
  - iv. Community Engagement with organizations
  - v. Planning for a release event
  - vi. Legislative briefing as well - Asian Caucus Briefing
  - vii. APIs CAN! Also hope to have dissemination in May

### 9. Survey Questionnaire in Document

- a. [AAPIC x UMB Survey Questionnaire](#)

### Survey Timeline 2024 - 2025

Phase	Tasks	Lead	Deadline
<b>Questions for Survey Questionnaire</b>	Create list of questions for survey questionnaire	AAPI Commission (majority Shubhecchha & Commissioners), support from AA Institute	<b>Completed July 2024, but ultimately finalization by Survey Vendor Contract</b> <a href="#">DRAFT 6 AAPIC x UMB Survey Questionnaire</a>
<b>Survey Vendor Selection &amp; Payment</b>	Pay some amount upfront, then installments (currently being negotiated by Dr. Watanabe with MassINC)	Survey Vendor - AA Institute (Dr. Watanabe & Shauna)	<b>UMB to pick a vendor by Nov. 1st</b>  <b>Have a contract and/or agreement finalized by Dec. 1st</b>
<b>Data Collection</b>	Survey in Field: two weeks for 1,000 AAPI sample	MassINC polling group	<b>During month of January 2025</b>



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<b>Results</b>	Results Back	MassINC polling group	<b>End of January 2025</b>
<b>Data Analysis (need at least one month)</b>	Completion of Data Analysis	MassINC (initial), AA Institute lead with Commission and APIs Can support and feedback	<b>End of February 2025</b>
<b>Communications Planning &amp; Strategy</b>	<b><u>Aspects of Dissemination</u></b> <ul style="list-style-type: none"> <li>- Press Conference/Briefing</li> <li>- Social Media</li> <li>- Media (reporters, news)</li> <li>- Community Engagement with organizations</li> </ul>	Collective effort, details to come	<b>Discussion &amp; plan needed by end of January 2025</b>
<b>Report Writing</b>	-Writing the report -Multiple rounds of edits	AAPI Commission take lead with support from other groups	<b>End of March 2025</b>
<b>Report Graphics</b>	- Engaging a graphic designer for charts/graphs and report layout	AAPI Commission take lead with support from other groups	<b>Finish by Early March 2025</b>
<b>Dissemination of Data</b>		Collective effort with commission and institute leading	<b>March 30th 2025</b>



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### PREVIOUS QUESTIONNAIRE DRAFTS

- b. [DRAFT 5 AAPIC x UMB Survey Questionnaire](#)
- c. Resources Used
  - i. Community Health Equity Survey
    - 1. Results: [AAPIC\\_CHES\\_Request\\_DRAFT.xlsx](#)
- d. Most updated/recent version of questionnaire
  - i. [DRAFT 5 AAPIC x UMB Survey Questionnaire](#)
- e. Previous versions
  - i. [DRAFT 4 Full Questions\\_DRAFT Survey Questionnaire](#)
  - ii. [DRAFT 3 Survey Questionnaire\\_05.06.2024](#)
  - iii. [DRAFT 3 Summary\\_DRAFT Survey Questionnaire](#)
  - iv. [DRAFT 2 Survey Questionnaire\\_04.22.2024](#)
  - v. [DRAFT 1 AAPIC x UMB Survey Questionnaire](#)
- f. TAAF 2024 Survey Questions Updated Survey Questionnaire
  - i. <https://www.taaf.org/our-work/status-index-2024>
- g. Houston Survey Report on AAPI
  - i. <https://kinder.rice.edu/research/kinder-houston-area-survey-2024-results>
- h. MA CHES Survey AAPI respondent results
  - i. [AAPI Community Health Equity Survey Results](#)

Next Meeting: October 7, 2024

### **Survey Questionnaire Relevant Links**

[DRAFT 5 AAPIC x UMB Survey Questionnaire](#)  
[STAATUS\\_Index\\_2024.pdf](#)  
[KI 2024 Houston Area Survey Report Final.pdf](#)  
[ches-2023-questionnaire-with-splits.pdf](#)  
[AAPIC CHES\\_Request\\_DRAFT.xlsx](#)  
[Full Questions\\_DRAFT Survey Questionnaire](#)  
[Summary\\_DRAFT Survey Questionnaire](#)  
[AAPIC x UMB Survey Questionnaire](#)  
[Languages.xlsx](#)  
[Sample.xlsx](#)  
[Survey Concept](#)



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