



# The Commonwealth of Massachusetts

## Asian American and Pacific Islanders Commission

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NERS

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Gary Chu

**Vice  
Chairperson**  
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Ahluwalia

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Marilyn Park  
Jennifer  
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Philjay Solar  
Gary Yu

### Agenda

AAPIC x UMB Survey Subcommittee Bi-Weekly Meetings

Monday, December 9, 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>Massachusetts Institute for a New Commonwealth (MASSINC) Polling Group</b> Steve Koczela Mahashraya Sundararaman
Organizational Participant Observer(s)	<b>Tufts University School of Medicine, Departments of Medicine and Public Health and Community Medicine</b> Dr. MyDzung Chu

### In-attendance:

### Action Items from Last Meeting

#### 1. Survey Questionnaire Review - MassINC Steve and Masha Prepared

- a. Previously reviewed questionnaire:
  - AAPIC x UMB Survey Questionnaire
- b. Steve to take the feedback from the last meeting and create a clean draft of the survey questionnaire, incorporating the suggested wording and edits.
- c. Steve to coordinate with the call center to assess the timing and feasibility of the survey based on the current draft.



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### Executive Director

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**2. Bureaucratic Holds- Shauna Updates?** Shauna to follow up on the potential bureaucratic hurdle for the contract payment and work to resolve it.

#### Specifications of the contract:

- a. Survey to be in field in February
- b. Results to come back in march
- c. Write up analysis in May
- d. Report and dissemination in June
- e. 1500 responses goal, 12 minute survey
- f. 4 languages - English, and three other AAPI languages (perhaps Mandarin, Vietnamese, Kamai)
- g. Distribution to be done mainly online
- h. Maybe include a couple questions on election results (Trump)

**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**

- i. Shauna sent revised materials (linked) to Danielle and Shubhecchha [ACF Application](#)
- b. The revised budget document; a final project plan/timeline; and a brief letter or memo articulating the goals of this project, noting a formal request of \$25,000, and information on how ACF's allocation will be used.
- c. Preparation of Materials
  - i. [Updated 11\\_05\\_2024\\_Survey Revenue & Expenses](#)
  - ii. [Survey Timeline\\_ACF\\_FundingApp](#)
  - iii. [Survey Project Letter\\_ACF\\_FundingApp](#)
  - iv. [Survey Concept](#)

**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
  - An update on the ISA is Shauna has sent it to UMB Office of Research & Development, who are currently in the process of



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creating an account for the funds-- unfortunately, this takes a while, and although Shauna has reached out to them for updates, they are mostly unresponsive. The administrators in the office are the ones who need to sign the ISA, and they cannot do so until an account is set-up, so this is going to take a bit of time.

### 6. 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

### 7. Future Agenda Items/Next Steps

### 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> <u>DRAFT 6 AAPIC x UMB Survey Questionnaire</u>
<b>Survey Vendor Selection &amp; Payment</b>	Pay some amount upfront, then installments (currently being negotiated by Dr.	Survey Vendor - AA Institute (Dr. Watanabe & Shauna)	<b>Have a contract and/or agreement finalized by Dec. 1st - finalized by Shauna and Paul</b>



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	Watanabe with MassINC)		<b>Nov. 12th!</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>
<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 AAPIs 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	AAPI Commission take lead with	<b>Finish by Early March 2025</b>



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	report layout	support from other groups	
<b>Dissemination of Data</b>		Collective effort with commission and institute leading	<b>March 30th 2025</b>

### PREVIOUS QUESTIONNAIRE DRAFTS

- a. DRAFT 5 AAPIC x UMB Survey Questionnaire
- b. Resources Used
  - i. Community Health Equity Survey
    - 1. Results: AAPIC\_CHES\_Request\_DRAFT.xlsx
- c. Most updated/recent version of questionnaire
  - i. DRAFT 5 AAPIC x UMB Survey Questionnaire
- d. 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
- e. TAAF 2024 Survey Questions Updated Survey Questionnaire
  - i. <https://www.taaf.org/our-work/staatus-index-2024>
- f. Houston Survey Report on AAPI
  - i. <https://kinder.rice.edu/research/kinder-houston-area-survey-2024-4-results>
- g. MA CHES Survey AAPI respondent results
  - i. [AAPI Community Health Equity Survey Results](#)

### 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](#)

■ [Getting Through a Dual Pandemic\\_Hardship and Social Resiliency i.pdf](#) - example



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| report



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