



The Commonwealth of Massachusetts

Asian American and Pacific Islanders Commission

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Agenda

AAPIC x UMB Survey Subcommittee Bi-Weekly Meetings

Monday, January 13, 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 & Partners	UMASS Boston Institute for Asian American Studies [funder] Dr. Paul Watanabe Shauna Lo
	AAPIC [funder] Commissioner Saatvik Ahluwalia Commissioner Karen Chen Commissioner Danielle Kim Jennifer Best Yasmin Padamsee Forbes Shubhecchha Dhaurali
	APIs CAN! [funder] Jaya Aiyer
	Massachusetts Institute for a New Commonwealth (MASSINC) Polling Group Steve Koczela Mahashraya Sundararaman
	Tufts University School of Medicine, Departments of Medicine and Public Health and Community Medicine Dr. MyDzung Chu
	Asian Community Fund & The Boston Foundation [funder]

In-attendance:

Action Items from Last Meeting

- 1. FINAL Survey Questionnaire Review - MassINC Steve and Masha Prepared:**
[2025 01 UMass AAPIC v4.docx](#)
 - i. Previously reviewed questionnaire: [AAPIC x UMB Survey Questionnaire](#)



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Executive Director

Yasmin
Padamsee
Forbes

One
Ashburton
Place
12th Floor
Boston, MA
02108
aapicommission.org

2. Communications Strategy - Discussion & plan need by January 30, 2025

- a. Aspects of Dissemination to consider
 - 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

3. 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)

4. Mass INC Contracts

- a. [MassInc Contract](#)

5. 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 APIs Can (Jaya)

6. ISA for 2025

- [ISA UMB 2024 Amendment \(2\).pdf](#)
- Summary of Conversations Regarding the ISA
 - Initial Request (Nov 20): Yasmin requested approval and issuance of the ISA and an invoice to facilitate payment to UMass Boston. Antoinette marked the request as urgent and reached out to her colleague.
 - Follow-up Reminder (Dec 4): Yasmin expressed concern about



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delays impacting the 2025 survey timeline. Antoinette shared a partially signed ISA for review on Dec 5.

- Invoice Request (Dec 5): Yasmin requested an invoice for \$30,000 and attached a sample. Antoinette confirmed she would work with the post-award team to prepare the invoice.
- Signing Confusion (Dec 6): Shauna raised concerns about ORSP signing a different version of the ISA than the one Yasmin had signed in October. Yasmin confirmed she would re-sign the ISA and expedite its submission to the State Treasury Office.

7. Future Agenda Items/Next Steps

Survey Timeline 2024 - 2025

Phase	Tasks	Lead	Deadline
Questions for Survey Questionnaire	Create list of questions for survey questionnaire	AAPI Commission (majority Shubhecchha & Commissioners), support from AA Institute	Completed July 2024, but ultimately finalization by Survey Vendor Contract <u>DRAFT 6 AAPIC x UMB Survey Questionnaire</u>
Survey Vendor Selection & Payment	Pay some amount upfront, then installments (currently being negotiated by Dr. Watanabe with MassINC)	Survey Vendor - AA Institute (Dr. Watanabe & Shauna)	Have a contract and/or agreement finalized by Dec. 1st - finalized by Shauna and Paul Nov. 12th!
Data Collection	Survey in Field: two weeks for 1,000 AAPI sample	MassINC polling group	During month of January 2025
Results	Results Back	MassINC polling group	End of January 2025



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

PREVIOUS QUESTIONNAIRE DRAFTS

- a. DRAFT 5 AAPIC x UMB Survey Questionnaire
- b. Resources Used



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- 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/taatus-index-2024>
- f. Houston Survey Report on AAPI
 - i. <https://kinder.rice.edu/research/kinder-houston-area-survey-2024-results>
- g. MA CHES Survey AAPI respondent results
 - i. [AAPIC 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 report



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