

## Happening in SRO

You can find this “Happening in SRO” and all similar newsletters on the SRO Intranet Home Page, located at: <http://isr-wp.isr.umich.edu/srointranet/> under Key Updates.

***If you have items for the newsletter or if you would like to highlight an event, please let Brenda Spaulding or your unit director know.***

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### Reminder – SRO Closure Day on Friday, March 29

This is a reminder that Friday, March 29, 2024 will be a SRO Closure day – our nod to “Spring Break”! Staff members have the option of taking Friday as vacation time off or making arrangements with their supervisor to work, if that is preferable.

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### Subunit Out of the Office Calendars

Out of the office calendars for each of the SRO subunits (DCO, DMSS, TSG, FSG, and PDMG) and for the SRO Director’s Office are now visible to all regular SRO staff (the Survey Research Operations calendar, previously used by the SRO Operations group, has now been retired). We hope that this broader access will allow many projects to retire their project-specific calendars and support cross-unit coordination.

Click on the links below to view subunit calendars and/or to add them to your Google Calendar view.

[SRO DCO OOTO Calendar](#)

[SRO DMSS OOTO Calendar](#)

[SRO TSG OOTO Calendar](#)

[SRO FSG OOTO Calendar](#)

[SRO PDMG OOTO Calendar](#)

[SRO Director's Office OOTO Calendar](#)

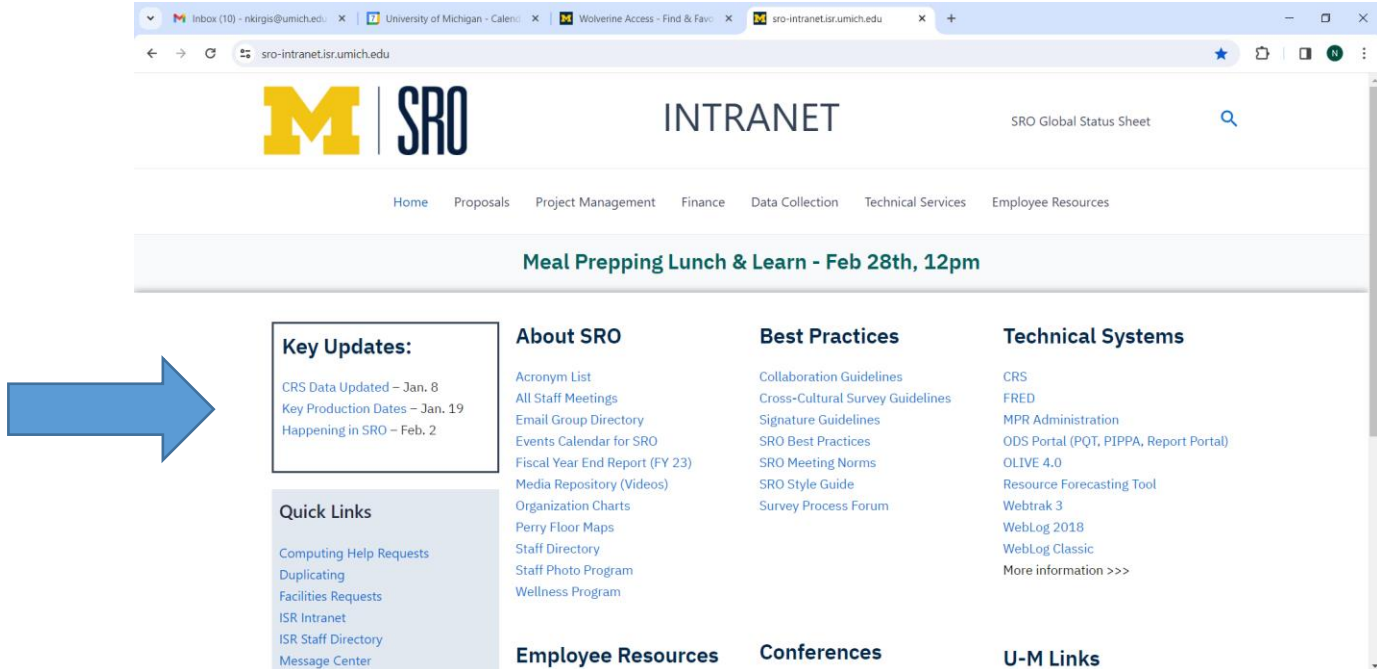
#### Subunit Calendar User Suggestions:

- Label events with your full last name and either a full first name or first initial.
- Document only time away of at least one full day and select “All day”.
- Use the following abbreviations:
  - OOTO (inclusive of Vac, Planned Medical Absence, Family Care, etc.)
  - Training/Conf

Since OOTO is also documented in individuals’ calendars, cross-subunit teams are encouraged to use meeting invitations to look at staff availability on key dates (e.g. when scheduling trainings).

## Key Production Dates

Did you know access to the most recent Key Production Dates document is available on the intranet? (Please see the screenshot below, big blue arrow, for location.) This document is reviewed and updated during the Project/Production meeting every two weeks, but project teams can submit updates at any time by using the "Submit an Update" tab on the [Key Support Dates](#) spreadsheet.



The screenshot shows the SRO Intranet homepage. A large blue arrow points to the 'Key Updates' section on the left. The 'Key Updates' section contains the following text:

**Key Updates:**

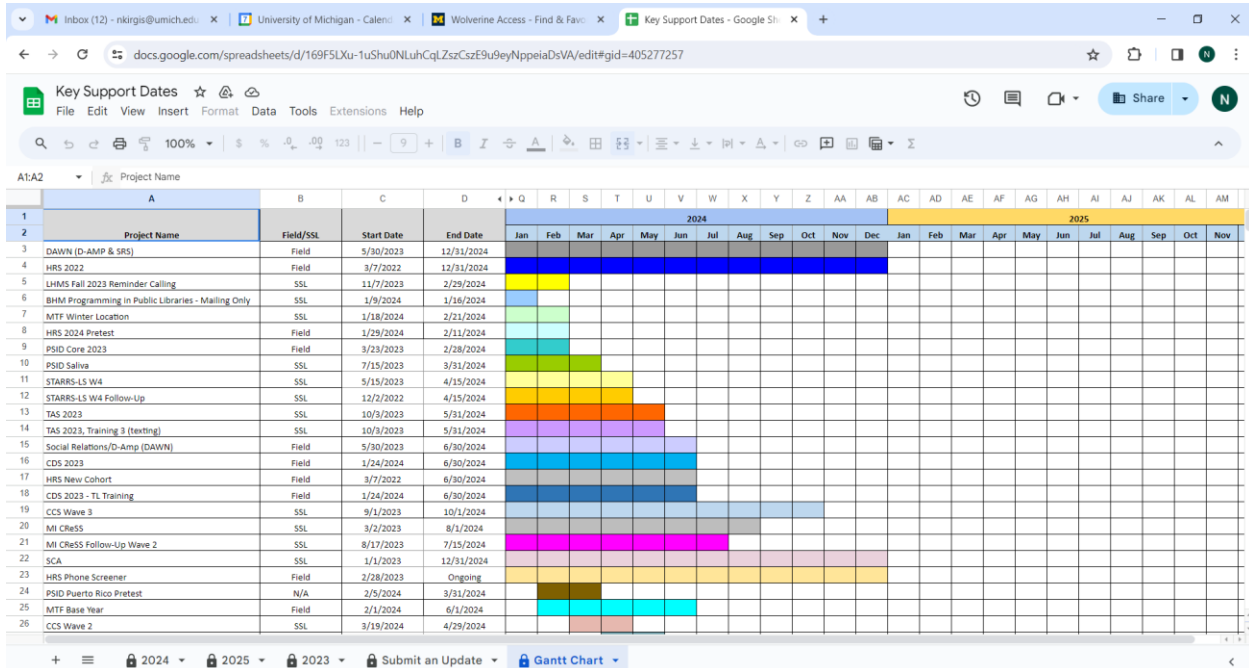
- CRS Data Updated – Jan. 8
- Key Production Dates – Jan. 19
- Happening in SRO – Feb. 2

Below the 'Key Updates' section is a 'Quick Links' section with the following links:

- Computing Help Requests
- Duplicating
- Facilities Requests
- ISR Intranet
- ISR Staff Directory
- Message Center

The main navigation bar includes links for Home, Proposals, Project Management, Finance, Data Collection, Technical Services, and Employee Resources. The header also displays 'Meal Prepping Lunch & Learn - Feb 28th, 12pm' and 'SRO Global Status Sheet'.

The Key Production Dates document also has a Gantt chart tab for a quick view of projects in production by month.



Many thanks to the DCO team that maintains this important file for SRO!

## The Community College Study (Jeffrey Albrecht)



The Community College Study (CCS) is a three-wave, longitudinal, mixed-methods study of first-time students across four racially and economically diverse colleges in OH, MD, CA, and TX. The project is funded by the non-profit: Ascendium Education Group, whose mission is to make education and training beyond high school a reality for learners from low-income backgrounds. The principal

investigators at Columbia University and the University of Pennsylvania are researching the personal and environmental factors that inform students' academic program and career choices, such as individual beliefs, work and family responsibilities, affordability, social connections, and academic support programs. SRO is collecting web-based survey data in the Fall 2023, Spring 2024, and Fall 2024 academic semesters. The PIs are also collecting administrative student records and interview data.

For Wave 1, the community colleges shared contact information for 12,709 first-time students, including names, college emails, personal emails, and phone numbers. Production began on September 11. The PIs visited the four colleges for in-person recruitment, focusing on classes with high concentrations of first-year students. SRO sent emails in releases to the first-year students at each college on the first morning of the PI visits to those colleges. The PIs brought an anonymous QR code to allow returning students in the classes to take the survey. During their visits, the PIs learned that many students did not know their college email addresses and (at one college) that a spam filter had flipped to block project emails from reaching students' inboxes. In those situations, the PIs pivoted to also give sample respondents access to the survey using the QR code. Thus, the site visits were critical in identifying and addressing barriers to the study's success.

Production was originally planned for 35 days but was less successful than expected and so was extended to 62 days. The PIs visited each college a second time, attending in-person and virtual classes. Over the course of the wave, SRO sent 8 emails using Qualtrics and a text message using Aerialink to recruit respondents. Surveys were programmed in English and Spanish. As a token of appreciation, respondents were emailed \$25 Visa electronic gift cards from U-M HSIP and Dash. In the final count, 4,515 (35%) sample respondents completed Wave 1 surveys and will be the starting sample for Waves 2-3.

The project did not have time or resources to develop a sample management system before Wave 1 launch, so SRO relied heavily on Qualtrics as a tool to manage sample, estimate completion counts, and distribute emails, which became very complicated due to several Qualtrics limitations.

Starting on March 11th, CCS will launch Wave 2. We will begin managing the sample in SRO's Web SMS, which will also be used to send messages, log reminder calls, and create production reports. In addition to emails and texts, we will mail invitation cards with \$5 cash prepayments, conduct reminder calling from the SSL, and offer respondents a choice between \$40 Visa e-gift cards, Amazon codes (sent by PIs due to constraints that we have with setting up Amazon business accounts), or cash. We will also revisit the colleges, this time giving talks to share select findings with respondents and college staff. Through these efforts, we hope to achieve a 50% Wave 2 response rate by the end of April.

The CCS team includes Jeffrey Albrecht (Project Lead), Becky Loomis and Steven Sonoras (Project Assistants), Marsha Skoman (Qualtrics Programmer), Ed Green and Jennie Williams (Data Managers), Hueichun Peng and Shaowei Sun (Web SMS Developers), Ruth Philippou (Production Manager), Bill Lokers (Financial Analyst), and Grant Benson (SPA).



## SRO Wellness News (SRO Wellness Committee)

Please reach out if you are interested in being part of the committee or if you have ideas to share. [srowellcomm@umich.edu](mailto:srowellcomm@umich.edu)

[Mindful March 2024](#) Calendar from Action for Happiness.

### BOOK/MOVIE SWAP - Wednesday, March 6

On **Wednesday, March 6**, we will be hosting a **book/movie swap** in **Perry 2300** from **12:00 p.m. - 1:00 p.m.** We invite you to stop by to bring or grab a book/movie. All books not taken from the book swap will be placed on the free book shelf in the Perry lobby.

[Click Here to Add Event to Your Google Calendar](#)

### FIRST FOOD TRUCK OF 2024 - Wednesday, March 13

Food truck season has arrived! Tim's Gourmet Sliders <https://timsgourmetsliders.com/> will be the first truck visiting Perry. Please join us from 11:00 a.m. to 2:00 p.m.!

### M-HEALTHY COOKING CLASSES - Wednesday, March 13

M-Healthy offers a wide range of cooking classes available via Zoom each month. You can sign up individually for these classes. March is National Nutrition Month, a good time to discover new ways to prepare fiber-rich favorites like apples and root vegetables.

The SRO Wellness Committee invites you to join us on **Wednesday, March 13 from 12:00 p.m. - 12:45 p.m. in 2300 Perry**, or to view via Zoom the **Discover Your Roots** cooking class.

**Class description:** Add a healthy pop of color to your meals and snacks with a few of our favorite ways to cook root vegetables. Simply roasting them brings out their natural sweetness. Steam and blend to a smooth puree with some savory spices for a fun and fiery dip.

- Roasted Root Veggies
- Harissa Carrot Dip

[Click Here to Add Event to Your Calendar](#)

For more on M-Healthy Cooking Classes: [M-Healthy Cooking Classes](#)

### FREecycle - SAVE THE DATE - Wednesday, May 15

Our next Freecycle event will be held on **Wednesday, May 15, 2024 from 9:00 a.m. - 2:00 p.m. in G150 AB Perry**.

[Click Here to Add to Your Google Calendar](#)

What is Freecycle? Freecycle is about no-strings-attached gifts of physical items which would otherwise go into landfills. As we start thinking about spring cleaning and decluttering, Freecycle offers a way to get rid of or pick up some items which you or others can use. And most importantly - it is **FREE**.

We will have the room open for dropping off items on Wednesday, May 15 starting at 7:00 a.m.

NOTE: If you have a free item that is too big to bring in, take a picture and leave it with a contact name, email, and phone number.

Feel free to stop by at any time from 9:00 a.m. - 2:00 p.m. to pick up any items you want!

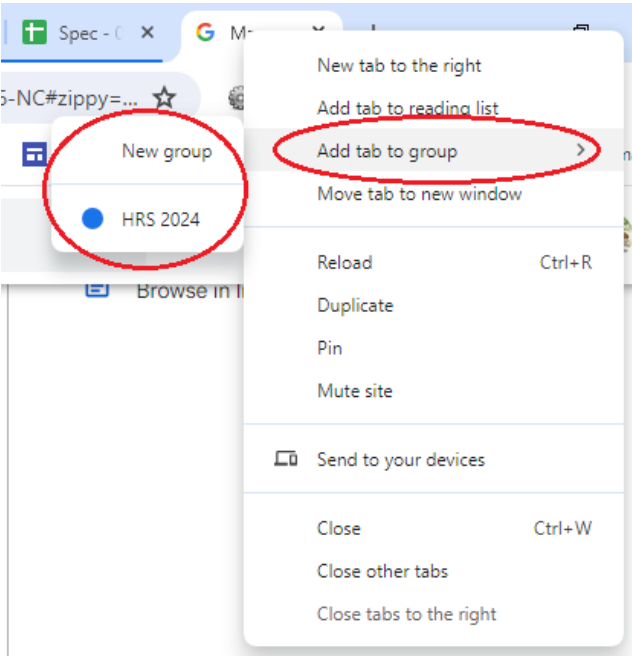
At 2:00 p.m., we will be packing up the room and taking items to be donated.

**MEAL PREPPING LUNCH AND LEARN - Wednesday, February 28**

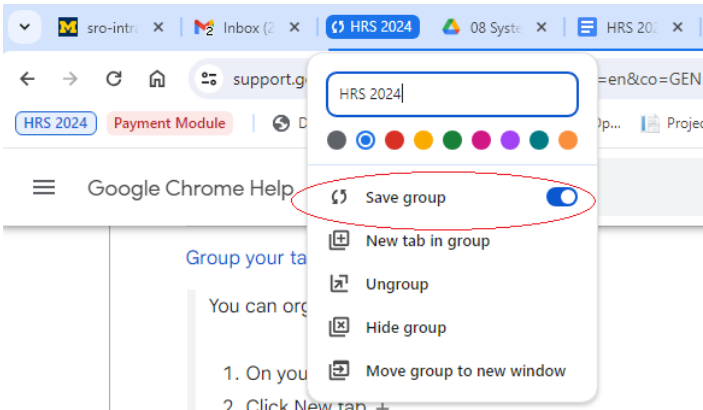
Thank you to those who joined us this past Wednesday for the hybrid session on Meal Prepping Lunch and Learn. The session provided some helpful tips and ideas for meal planning. MHealthy recipe ideas can be found [here](#).

**Save Tab Groups in Chrome  
(Kelly Chatain)**

I'll admit that I'm pretty excited about this one, SRO. Chrome has been working on this functionality for a bit and have finally worked out the last of the kinks in the latest release. You can now reliably create tab groups in Chrome and save them. To create a new tab group or add a tab to an existing group, right click on the tab and follow the prompt:



Once you've created the tab group, right click on the tab group name and enable 'Save Group'.



The saved groups will display on your bookmark bar and will remain there whenever you relaunch Chrome.

