**Campus Focus Group Reporting Template**

|  |  |
| --- | --- |
| Campus Name: | Date of Focus Group: |
| Name of Lead Facilitator, and Contact Information: | **Name of Assistant Facilitator:** |
| Type of Focus Groups: (student, other stakeholder) | **Number of Participants:** |
| Brief Description of Participants: (how many transfer students; how many freshmen, sophomores, juniors, seniors; race/ethnic breakdown, approximate ages, anything else you think is salient) | |
| General impression of how it went: (e.g., most participants seemed quite engaged; was difficult eliciting input from participants; was interrupted by a fire drill) | |

|  |
| --- |
| Line of Inquiry #1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Questions asked:**

**Summary of discussion:**

**Illustrative quotes:**

|  |
| --- |
| Line of Inquiry #2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Questions asked:**

**Summary of discussion:**

**Illustrative quotes:**

|  |
| --- |
| Line of Inquiry #3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Questions asked:**

**Summary of discussion:**

**Illustrative quotes:**

|  |
| --- |
| Line of Inquiry #4: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Questions asked:**

**Summary of discussion:**

**Illustrative quotes:**

|  |
| --- |
| Line of Inquiry #5: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Questions asked:**

**Summary of discussion:**

**Illustrative quotes:**

*(add other lines if inquiry if needed)*

|  |
| --- |
| Major Themes that Emerged |

Considering the totality of the focus group, what main themes emerged? Often unexpected themes emerge, so be sure to include those.

|  |
| --- |
| Using the Focus Group Information |

How can you use the information from the focus group to inform your planning and practice? Did it raise additional questions you want to investigate? How might you continue to engage students in your planning and practice?