

## Waggoner, Brandon Paul

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**From:** DiLella, Nicole M (Ctr for Counseling & Family Studies)  
**Sent:** Thursday, March 1, 2018 8:53 PM  
**To:** Waggoner, Brandon Paul; Takacs, Michael S; Kimball, Patricia Lee (Ctr for Counseling & Family Studies); Noble, Sandra (Ctr for Counseling & Family Studies); Moen, Carolyn E (Ctr for Counseling & Family Studies); Harrichand, John (Ctr for Counseling & Family Studies); Bruns, Henry M (LUCOM Student Services & Admissions)  
**Cc:** Sciequan, Diamond Crisa (Ctr for Counseling & Family Studies); Gould, Bonnie Christine (Ctr for Counseling & Family Studies)  
**Subject:** Assessment Day  
**Attachments:** Assessment Day Focus Groups\_17-18AY\_ScriptIncluded.docx

Good Evening,

Thank you so much for your willingness to assist with the focus groups during A-Day! Your help is tremendously valued! I believe we will have a good turn out (approximately 10 students per session!). Below is what I will need from you to ensure things run smoothly.

1. Please arrive to the Carter Building (room 206) about 10mins prior to the start time of the group you will be facilitating so you have time to set up and prepare.
2. I encourage you to arrange the room in a circle (to the extent possible) in order to engage all participants.
3. Please bring equipment to audio record the session (test it and ensure it's working prior to the official start of the group). If you need equipment, please let me know.
4. Used the attached questions to facilitate the group; it begins with a script you can read to begin the groups.
  - a. Although you will be recording, I encourage you to take some notes on the responses to the questions, any recurring themes you hear, etc.
5. Once the session is over, please save the recording to a flash drive and either put it in my box in a bag/envelope labeled and identifying the group time the recording is for, or hand it to me directly.
6. Below is a screenshot of the Google doc (that didn't work for anyone ☺) with a schedule of the times you agreed to participate. I have two facilitators for each time slot. If more than 10 students present for the time slot you're facilitating, please split the group in half and each of you facilitate a group (one of you can use another room nearby 206). This will allow the students more time to participate and offer responses. If less than 10 students are present, you can co-facilitate together.

|   | A                               | B                  | C                  |
|---|---------------------------------|--------------------|--------------------|
| 1 | <b>Date/Time of Session</b>     | <b>Facilitator</b> | <b>Facilitator</b> |
| 2 | <u>Mon. (3/5)</u>               |                    |                    |
| 3 | Morning session: 9:45am-10:45am | M. Takacs          | J. Harrichand      |
| 4 | Lunch session: 12:45pm-1:45pm   | M. Takacs          | P. Kimball         |
| 5 |                                 |                    |                    |
| 6 | <u>Tues. (3/6)</u>              |                    |                    |
| 7 | Morning session: 9:45am-10:45am | M. Takacs          | S. Noble           |
| 8 | Lunch session: 12:45pm-1:45pm   | C. Moen            | J. Harrichand      |
| 9 | Evening session: 4:45pm-5:45pm  | H. Bruns           | B. Waggoner        |

- 7.
8. If you need anything or have any questions, don't hesitate to let me know! I will be checking in on the groups as much as possible in between my other scheduled meetings/classes.

Again, I cannot thank you enough! Look forward to seeing you next week!

Dr. DiLella

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