

# CTJT PEOPLE AND PARTNERS

The CTJT initiative was made possible through the collaborative efforts and support of multiple, diverse groups of people including the *CTJT organizers* as well as the CTJT participants. A full description of the roles and responsibilities that went into the CTJT project is detailed below.

## **CTJT ORGANIZERS**

**These are the people who put together the project, materials, and website.**

This 16-member team began with three faculty, with one each from the University of Cincinnati College of Law, School of Criminal Justice, and Department of Psychology.

Additional team members include:

- 1 consultant with expertise in facilitating collaborative research from Cincinnati Children's Hospital Medical Center
- 11 student research assistants on the Process Evaluation Team
- 7 law students, 4 of whom were either pursuing a second degree
  - Master's in Social Work
  - Master's in Public Health and PhD candidate in Epidemiology
  - Master's in Women's, Gender, and Sexuality Studies
  - Doctor of Medicine Candidate
- 3 graduate students in Criminal Justice (2 Master's and 1 PhD)
- 1 Master's student in Psychology
- 1 Postdoctoral Fellow in Criminal Justice

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## **CTJT PARTICIPANTS**

**These are the people who provided their time and experience to participate in CTJT.**

Project organizers deliberately started CTJT with a small group of 18 participants. Participants are listed in three categories below to explain who was at the table.

- 6 community organizers focusing on disparities in health, housing, education, economic development, and criminal justice
- 6 system officials: a state legislator, a police official, a public defender, a prosecutor, a probation officer, and a magistrate in the Court of Domestic Relations
- 6 academics focusing on law and sociology, housing, medicine, economics, and public health

To identify people for your own CTJT group, consider these initial questions:

- *Who is doing the work in your community?*
- *Who else could be included?*
- *What helps or hinders collaboration?*

# CTJT Organizers - Team Roles and Responsibilities

## **Faculty Members**

- Lead project planning and administration
- Recruit participants
- Provide subject matter expertise
- Lead data collection, analysis, and dissemination
- Supervise students
- Communication and meet with other team members on a regular basis
- Co-facilitate workshops and conference
- Lead ongoing process evaluation, reflection, and retooling

## **Project Manager**

- Assist in project planning and implementation
- Communicate and meet regularly with faculty research team; assist in generating meeting agendas, minutes, and follow-up communications
- Assist in planning and managing logistics for virtual workshops and in-person conference
- Meet regularly with the Process Evaluation Team; facilitate feedback between that team and faculty researchers; assist in identifying opportunities for process improvement

## **Process Evaluation Team**

### **Coordinator**

- In consultation with faculty, lead drafting, revision, and implementation of data collection tools
- Assist in training law students on using data collection tools
- Assist in identifying opportunities for process improvements

### **Team Leaders**

- Conduct literature reviews
- Assist in development and implementation of data collection tools
- Lead post-workshop feedback sessions with Process Evaluation team to assess productivity and identify opportunities for improvement
- Communicate improvement opportunities to faculty

### **Team Leaders**

- Observe and transcribe workshop and conference sessions
- Provide insight and impressions of research participants within the research sessions
- Communicate with the Project Manager and Team Leaders regarding feedback and issues that occurred during the research sessions
- Conduct participants exit surveys and interviews
- Aid the team with other activities

### **Postdoctoral Fellow**

- Coordinate development of prototypes for CTJT website and Thriving Library

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