

PROCESS AGENDA TEMPLATE

This is an example of a Process Agenda - it is used for **internal purposes only** by the person(s) convening/facilitating the meeting.

CTE FACULTY RETREAT OCTOBER 4, 2011 FINAL PROCESS AGENDA

TIME	AGENDA ITEM	PROCESS	OUTCOME
8:00	BREAKFAST AVAILABLE		
8:30	WELCOME	○ Quick welcome from Mary; ○ Mary Introduces Kit as facilitator	● Everyone welcomed ● Kit's role made clear
8:35	INTRODUCTIONS	Kit will ask everyone to briefly state their Name & Affiliation (didn't do an ice breaker – 60 people is too many for that in most instances)	● Everyone aware of who is in the room
8:45	RETREAT OBJECTIVES	Content (arrived at these with the Meeting Planning Team – they appeared on the printed Agenda) 1. Provide support for Program Review (Binders) 2. Clarify how the data was arrived at including examples of how to use it 3. Take advantage of accreditation as an opportunity to refine our programs 4. Inform the future: What types of support would be most useful moving forward? Would a spring meeting be helpful?	● Group clear on what we are trying to accomplish ● Conveys that participant opinions matter and will be used to shape the future

TIME	AGENDA ITEM	PROCESS	OUTCOME
9:00	DATA DILEMMA Actual time for this agenda item will depend on number of participants who ultimately attend	<u>ROUND ROBIN: 1 MIN EACH (TIMED)</u> Ask participants to share what comes to mind as follows: ○ Pros/Benefits of data? ○ Cons/Concerns about data? Kit will populate wall with participants feedback; refer back to as needed throughout the day Closing question: Might we build in measures to address cons/concerns?	• Participants individually and then collectively think through pros/cons of data • Provides opportunity to air concerns (that if not provided will likely keep coming up throughout the day) • Empowers group to think about ways this data can help them AND ways to address concerns
10:00	BREAK		
		For all presentations below: 10-15 mins spent presenting; ~5 mins for Q&A time to circle back as needed in group discussion	
10:10	LABOR MARKET INFORMATION	Scott (these were timed presentations)	• Clarification on how data was arrived at, examples of how to use it; time for questions
10:30	PERKINS CORE INDICATOR	Mary	• Same as above
10:50	GAINFUL EMPLOYMENT	Mary and Jose	• Same as above
11:00	GRADUATION FOLLOW-UP SURVEY	Scott	• Same as above
11:20	GROUP DISCUSSION	Facilitated discussion based on Data Dilemma discussion AND questions that	• Time provided to drill down as needed

		came up in the Q&A sections	
NOON	LUNCH	The planning team originally wanted an hour but agreed to reduce to ½ hour when Kit suggested that it would be harder to get people's focus; and many might be tempted to leave because of the long lapse	• Networking time + Break
DAY		PROCESS	OUTCOME
12:30		ACCJC Update (Erin) – 5 mins ○ Where we are at ○ Clock is ticking ○ Overall what needs to be done/completed OBJECTIVES OF SMALL GROUPS (Kit) 1. Help faculty advance on SLO/PLOs wherever they are at in the process 2. Support faculty in leaving with a plan to get to the next step 3. This will be a little chaotic – ask group to indulge us! <u>Define TEAM BREAKOUTS</u> (Jim) Every program needs to complete these 3 steps! 1. Creating or revising PLOs (Amy/Mae) 2. Mapping & aligning courses to PLOs / Curriculum map (Juan) 3. Individual assistance with a direct assessment project (Amy)	• Help faculty advance on SLO/PLOs wherever they are at in the process • Support faculty in leaving with a plan to get to the next step! • Everyone explicitly aware of the 3 steps they all need to complete and are provided support in that endeavor

		Juan will divide people evenly by discipline to tables; we'll label tables accordingly by activity (3 tables, roughly 13 people at each) Table Leads will: ○ Welcome group ○ Clearly describe the activity ○ Provide handouts* ○ Lead work of the group Will rotate the groups every ½ hour so everyone has been at every table (exposed to every activity) by the end of this agenda item	
2:15			
2:25		FACILITATED GROUP DISCUSSION CONTEXT (Kit) <u>Program review as a professional obligation: reality is its hard to do with everything else; knowing how best to support you would insure we could help; intent is to build meaning into what at times can feel rote/another thing on the list to do...</u> 1. What types of support would be most useful to you moving forward? CAVEATS	• <u>Addresses elephant in the room up front with regard to program review</u> • Opportunity to hear what would be most useful to end-users themselves; avoiding having to guess moving forward

		○ Unfortunately paid release/reassigned time not an option 2. Would a spring meeting be helpful? IF so, what would make it compelling for you to attend? CLARIFY NEXT STEPS	● Everyone leaves with clear understanding of next steps
3:00	ADJOURN		