



# COLLEGE ADVANCEMENT MEETING

12/1/2009

2:00 – 4:00pm

**Location:** AGB  
President's Large  
Conference Room

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**Facilitator:** Estella Castillo-Garrison

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**Attendees:** Michelle Anstadt, Morgan Barrows, Dixie Bullock, Ana Maria Cobos, Eric Garant, Jerry Hannula, Jennifer Hedgecock, Michael Hoggatt, Leslie Humphrey-Quirk, Hiro Konishi, Mary Law, Jennie McCue, Sophie Miller, Terence Nelson, James Pyle, Jan Ventura, Nina Welch, Adam Williams

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**Pre-meeting:**

- Members who submitted the adopted goals are asked to rework the verbiage to reflect both Gretchen and the group's input and resubmit to [egarrison@saddleback.edu](mailto:egarrison@saddleback.edu) on or before **5pm on Tuesday, November 24<sup>th</sup>**.
- All Group members to review the revised goals with rewrites and bring input and ideas to meeting.

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**Please read:** Revised Goals with Rewrites (emailed) and Abbreviated Minutes (website)

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**Please bring:** (recommended) Binder for paperwork

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## AGENDA ITEMS

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Topic	Presenter	Time allotted
✓ Welcome	Chair	
✓ Planning & Budget Steering Committee (PBSC) Report	Chair	
✓ Discussion of Collaborative Norms	Committee	
✓ Website Update – Group Notes (ongoing)	Chair	
✓ Update re: Proposed Goal Ideas from Students	Chair	
✓ Discussion of content and proposal of changes of all rewritten goals	Committee	
✓ Discussion of 2010 Meeting Dates/Times	Committee	
✓		
✓		

## OTHER INFORMATION

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**Next Meeting:** Tuesday, December 15<sup>th</sup> – AGB, President's Large Conference Room

**Observers:**

**Resources:**

**Special notes:**

# Seven Norms of Collaboration

## 1. Promoting a Spirit of Inquiry

Exploring perceptions, assumptions, beliefs, and interpretations promotes the development of understanding. Inquiring into the ideas of others before advocating for one's own ideas is important to productive dialogue and discussion.

## 2. Pausing

Pausing before responding or asking a question allows time for thinking and enhances dialogue, discussion, and decision-making.

## 3. Paraphrasing

Using a paraphrase starter that is comfortable for you – “So...” or “As you are...” or “You’re thinking...” – and following the starter with an efficient paraphrase assists members of the group in hearing and understanding one another as they converse and make decisions.

## 4. Probing

Using gentle open-ended probes or inquiries – “Please say more about...” or “I’m interested in...” or “I’d like to hear more about...” or “Then you are saying...” increases the clarity and precision of the group’s thinking.

## 5. Putting ideas on the Table

Ideas are the heart of meaningful dialogue and discussion. Label the intention of your comments. For example: “Here is one idea...” or “One thought I have is...” or “Here is a possible approach...” or “Another consideration might be...”.

## 6. Paying Attention to Self and Others

Meaningful dialogue and discussion are facilitated when each group member is conscious of self and of others, and is aware of what (s)he is saying and how it is said as well as how others are responding. This includes paying attention to learning styles when planning, facilitating, and participating in group meetings and conversations.

## 7. Presuming Positive Intentions

Assuming that others’ intentions are positive promotes and facilitates meaningful dialogue and discussion, and prevents unintentional put-downs. Using positive intentions in speech is one manifestation of this norm.

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**Improve Student Preparedness.** Saddleback College will ensure that students gain the foundational skills necessary to complete college level work and achieve career goals.

**Member:** Nina

**Goal:** By July 2013, increase student preparedness by 25% in the area of student outreach to the community.

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**Member:** Leslie

**Goal:** By 2013, *develop and* increase participation in a "College/Community-Wide" Advisory group to an active membership of 25.

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**Member:** Janet

**Goal:** By 2013, *plan, develop, and implement a high quality, comprehensive Career and Job Services program that will prepare individuals with the career assessment and job search skills necessary to achieve their career goals and* increase by 5% per year the number of students and community members served.

By 2013, increase by 5% per year the number of students and community members served in the area of Career and Job Services.

**Foster Innovation.** Saddleback College will employ innovative teaching and technology to enhance instruction and student services.

**Member:** Jennie

**Goal:** By 2013, *a centralized system will be implemented to make* communications and marketing strategies more effective. Use of the centralized system will increase by 25%.

By 2013, improve communications and marketing strategies across campus by 25%.

**Member:** Leslie

**Goal:** By 2013, *develop an informational portal that will increase outreach support services for both on and off campus activities by 15%.*

By 2013, increase outreach support services for both on and off campus activities by 15%.

**Member:** Estella

**Goal:** By July 2013, *develop an innovative Visitors Center which will serve as the "front door" to the campus and increase community relations by 15%.*

By July 2013, increase community relations by 15%.

**Excel in College Transfers.** Saddleback College will increase student transfers to four-year colleges and universities.

**Member:** Jennie

**Goal:** By 2013, reduce by 10% the number of high school employees that would not recommend Saddleback College as an option that is equal to or better than a four year college.

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**Enhance Resources:** Saddleback College will improve its ability to expand and develop alternative sources of revenue to support college priorities.

**Member:** Estella

**Goal:** By July 2013, increase Foundation resources by 20% in the area of community partnerships.

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