



COLLEGE ADVANCEMENT MEETING

2/8/2010

3:00 – 4:30pm

Location: AGB
President's Large
Conference Room

Facilitator: Estella Castillo-Garrison

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

Pre-meeting:

Please read: Email of approved goals

Please bring: (recommended) Binder for paperwork

AGENDA ITEMS

Topic	Presenter	Time allotted
✓ Welcome	Chair	
✓ Planning & Budget Steering Committee (PBSC) Report	Chair	
✓ Review of Collaborative Norms	Committee	
✓ Review of Approved Goals	Committee	
✓ Evolution of CA Submitted Goals	Chair	
✓ Goals vs. Strategies vs. Tactics	Chair	
✓ Planning to Implementation (timeline)	Chair	
✓ Group Survey to Reflect	Chair	
✓ Dialog and Discussion of Parking Lot of Ideas	Committee	

OTHER INFORMATION

Next Meeting: Monday, Feb 22nd – 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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**Saddleback College 2010-2013 Strategic Plan
Consultation Council
APPROVED GOALS**

Improve Student Preparedness

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

1. 80% of all students who seek certificates, associate degrees, and declare transfer as a goal will be assessed, placed and complete a professional educational plan.
2. Increase by 5% the number of individuals with an indentified career goal who receive career assessments and job acquisition skill development services.
3. Improve the progression rate of students in Math, English and the ESL program sequence from levels 300 to 200 and from 200 to transfer courses by 5% in each level.

Excel In College Transfers

Saddleback College will increase student transfers to four-year colleges and universities.

1. Improve by 5% student transfers to four-year institutions.
2. Improve by 15% the number of students classified as transfer ready.
3. Increase by 20% the number of students in the Honors Program.

Enhance Resources

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

1. Increase external foundation contributions to \$1 million annually
2. Realize a minimum of \$1 million in savings per year through the implementation of college efficiencies.
3. Meet funding requirements to fulfill the “20-year Facilities and Scheduled Maintenance Plan”.

Foster Innovation

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

1. Double the training services offered to faculty in the areas of teaching innovation and best teaching practices.
2. Improve by 20% the efficiency of college-wide communications and marketing strategies through a centralized system.