

**Foothill College  
PaRC / EMP Steering Committee  
Goals Setting Workshop Agenda  
May 13, 2015**

**8:00 to 8:30 -- Welcome and introductions**

**8:30 to 10:00 – Review of current, updated data** (quantitative and qualitative) related to Foothill College, its students, and the area it serves—**Elaine** (along with **Dan**)

**10:15 to 11:00 -- John and Dan**

- Divide into small groups. In light of all the data presented and the input already received from the college community and the community Foothill College serves.
  - Each group identifies, lists, and discusses **the significant needs of the college** and the community Foothill College serves, now and for the next five to eight years. Each group as a whole puts stars next to what they think are the three most important needs on their list.

**11:00 to 11:15 – Break**

**11:15 to 12:30 – John and Dan**

- **11:15** -- Each group reports out the significant needs of the college, focusing on the three most important needs.
- **11:30** --The entire committee participates in a “dot exercise,” enabling each person to identify the most important needs of the large group (using three different colored dots).
- **12:00** --The facilitators help the committee, observing the lists, the stars, and the dots, summarize and prioritize the needs and group them into clusters of related issues.

**12:30 to 1:30** – Lunch: Not really a “working lunch” but more of an opportunity to digest and discuss information and ideas from the morning.

**1:30 to 3:00 –John and Dan**

Divide into small groups

- In response to the clustered needs, each group identifies, lists, and discusses **possible five-to-eight-year goals for the college** (the more the better). The group as a whole puts stars next to what they think are the three most important goals on their list.
- Each group reports out (around 2:30)

**3:00 to 3:45 – John and Dan** -- Combination break and dot exercise, during which each person identifies the most important goals of the large group (using three different colored dots)

**3:45 to 4:00 – John and Dan**

- The facilitators help the committee--observing the lists, the stars, and the dots—prioritize, group, and word-smith the goals.
- The facilitators will then present the first draft of goals (as they have transcribed them).

**4:00 to 4:30 – John and Dan**

- Set tentative process which includes
  - Draft goals sent to PaRC
  - Post on college web site for the college community for review
- Maximum input and commentary on the PaRC draft goal by groups and individuals, including PaRC members themselves
  - Comment period closes.
- Reminder of the date of the next PaRC meeting: Wednesday, June 3
- Reminder of the date of the next EMP steering committee meeting: Wednesday, June 10

**Next Steps – John, Dan and Elaine**

- Describe the expectations of the next meeting of PaRC/EMP steering committee, namely to consider comments and recommendations about the first draft of goals and then make whatever revisions are needed to complete the second draft of the goals.
  - Strategize about how to message to campus community, encourage feedback and participation
  - Reflect on process; evaluation to be sent separately