

SAN DIEGO MESA COLLEGE

Mesa Pathways - Brave Communication Tuesday, January 21, 2020 - LOFT

1. Welcome – Initial Thoughts/Check in
2. Approve Minutes from Last meeting - 12/18/19
3. Retreat Planning
 - Glossary/Acronyms - Ingrid
 - Present the work thus far.
 - Announce/request liaisons from each group.
 - Get input on how to roll out.
 - Get ideas on what needs to be added.
 - Announce steps moving forward.
 - Living document - Regular/Annual updates
 - Communication Plan - Jennifer
 - Review Planning Document
 1. Who Needs to know
 2. How to disseminate info
 - a. w/each other
 - b. w/MPC
 3. When
 - Retreat Activity
 1. Materials Needed
 2. timeline
 3. Other
4. Meeting Schedule – Review for Spring 2020
 - February 5, 2020 - 3:00 - 4:30 PM
 - February 19, 2020 - 3:00 - 4:30 PM
 - March 4, 2020 - 3:00 - 4:30 PM
 - March 18, 2020 - 3:00 - 4:30 PM
 - April 15, 2020 - 3:00 - 4:30 PM (4/1 falls within Spring Break)
 - April 29, 2020 - 3:30 - 4:30 PM (fifth Wednesday if needed)
 - May 6, 2020 - 3:00 - 4:30 PM
 - May 20, 2020 - 3:00 - 4:30 PM
5. Roundtable

Theory of Change:

If the Brave Communication Squad is purposeful about crafting a communication plan that will empower all stakeholders inclusive of students, classified professionals, faculty, and administrators, then all parties will have a well-formed path to build communication that ensures all voices are equitably represented and reflected in our work.

Brave Communication
January 21, 2020

Ingrid
Toni
Andy
Gity
John
Jennifer
Anne
Inna

Meeting opened.

Reviewing the last minutes sections sections 1-2 missing because note taker was detained and arrived late.

Reviewing the minutes: Glossary terms

Review the glossary that Ingrid and Toni put together.

- Sorting through Mesa terms that related to MPC.
- Sort by what applies to Mesa Pathways and terminology we are using.
- ASCC terms were used-those without the parenthesis.

Suggestions on potential flex or retreat activities. "Speed dating" the glossary terms. Will not include this at the upcoming retreat.

Inna asked for clarification of the audience for the glossary. Current audience is MPC. Will expand is a living document

When we share at retreat get feedback from Mesa community where the proper Mesa terminology is for general terms included in our glossary.

Determine process

Determine deadline

Andy wrap up get communication plan launched.

- Glossary an interest.
- Part of retreat, part of flex.
- Get started at same time as developing the communication plan.
- Liaison from reach group be in charge give structure to move forward.
- As far as agenda this needs to go as second.
- Additional options request a working meeting during MPC.
- Avoid wasting time and try to find other ways to develop this more effectively.
- Call for input. Each group provided submission of glossary terms related to pathways. Give 1 month.

Sidebar--Question about how we use advisors.

More discussion on glossary. Glossary is meant be Mesa speak. There is a frame work from ASCCC, have an asterisk to indicate that some terms are yet undefined. (*Mesa has not adopted yet) There may be a specific Mesa definition-it is out there subject to input. Keep in mind at the retreat the audience is not just MPC for reading this but is for the entire campus. Input from campus will inform document and MPC. Acronyms are also included in document.

Jennifer: Look at logistics for Monday.

- summarize the glossary.
- Briefly explain the ASCCC list then when able to find a Mesa definition included that.
- Some terms not on the list so were added.

Request by BC Possible Input Process

- all work groups and MPC to review the list.
- Feedback request 2 meetings.
- Provide feedback, suggestions and addition.
- Remind folks this is a living document.
- Put back on our agenda or sub group.
- Have a place were it is located globally-google drive not pass protect. Give a document with their own definitions. Initial distribution should include a PDF with draft
- Request a liaison.
- Put that request out there however the work group wants to contribute.
- Living document. Not going to get 100% right.
- Mid-march deadline
- Make recommendation that Terry take this to chairs.
- Announce processes to group: Proposed format Use PDF Make a ½ sheet instructions for adding/editing the document. Ideally provide a word document. Announce that an email will be coming out. Summarize what needs to be done. Retreat presentation of where we are.

Section 4: Communication Plan

Jennifer summarized approach:

- Get our house in order.
- Layout frame work for how MPC communicates with the workgroups and how it moves forward to the entire campus.
- Some format to share what the other workgroups were doing.

Process for monthly updates.

- Each work group provides an update of work for respective workgroup.
- On webpage or canva.
- Webpage publically accessible.
- Report outs at each MPC.
- Possible sharing out formate...2 go first meeting and 2 go the next meeting. Brief 10 minute share outs.

- Written on webpage, in the MPC meetings and then once per month updates sent once per month to the entire campus. I
- Include links.
- Need to be more intentional with monthly update.
- Quick summary 2 to 3 sentences.
- Inna referencing the “this week in campus solutions” needs something 1 page quick read. Synopsis with link if want more information. C
- anvas shell in progress for spring 2020.

Step I:

- Announce how communication will work.
- Work groups need to develop a process to upload minutes and agendas for each work group.
- Todd is helping upload documents-chairs can get info to Todd. J
- Joel can train on how to add info to webpage.
- Need solicit buy in and process that works for campus.

Potential Activity: Do similar exercise that we did in our last meeting for the communication plan. Provide more of an outline then bring to the group. Show retreat---Here is our process, here is what we came up with. What can you add?

Step II:

Broader communication plan for what we are creating. Things have started but nothing in place to document and pull together all moving parts. Develop document that will record the Mesa Pathways implementation at present no understanding/documentation of process. Internal piece of document outline our own work.

Questions to group to consider...

- How are we going to communicate what pathways is for external audiences?
- Students, Staff, public in general, prospective students.
- Incorporating Pathways into the the website design.

Overview of retreat:

Layout: round tables, 1 to 2 students at each table. Diverse groups.

Sidebar mentioned by John important to ensure accurate recording of motions. Find some way to codify this and make it clear with the vote is. Make a clear motion and clear understanding of vote.

Questions: will there be a power point deck with slides. Andy-request that Jennifer present what she said and Ingrid also present glossary.

What type of supplies are needed? Discussion about supplies. No sticky notes. Use Jennifer’s documents. Multiple copies of resources. Have a note taker at each table.

Feedback options: Hand out Jennifer’s communication resource document. Can be returned to our group. We will present what we did in this format to come up with this suggestion.

Presentation Outline Discussion.

- Communicate something like..Get your feedback. We are not reinventing the wheel just supplement to this document based on your feedback.
- Use large sticky notepad for the input. And or one form of the communication worksheet for each table. Each table turns in one form with feedback.
- Another options a pro con pro what is good what suggestions do you have. The “worksheet” is more of brainstorm. Provide worksheet for buy in. Show we have done work and this is the plan.
- Give retreat a sample. Bullet summary sent to MPC so submitted to MPC then MPC compile to email sent once per month. Then webpage updates with work group-designated editor or Todd can upload. Minutes plus monthly synopsis. Positives from campus solutions. Highlight one item each week. Caution no process in place to set up. Some ideas for a weekly email...use a template keep simple

Clarification:

As the table groups to respond to the these questions...

- Do you perceive anticipate barriers to plan?
- Any recommendation to the format for this process. Type of format to communicate more effectively
- Recommendation for processes.
- Questions about frequency

Option: Use Padlet during the workshop preset the questions. Slides with link to Padlet have paper as well. Realistic look at the timeline for workshop. Come up with ways to continue to get feedback. In evaluation ask for continued feedback.

Question about tables: Encourage our work group to float around the room. Goal each table be diverse. Workgroups. Position on campus. Students. Mix tables.

Jennifer summarize: on whole we have a lot of information to share. Jennifer no knowledge of padlet. Will put together proposal. Took notes on Ingrid and Innas feedback. End date for feedback. Open padlet for the week. On thought...Send to DL get feedback-can be challenging but give an outlet to the entire campus. Use BCC. Jennifer confident she can create a message for the DL to try to include those who are feeling left out. Try to give voice to all. Recommendation to DL not us sending it out. Have the MPC send out to the DL. Jennifer will craft it-give to Isabel to send to all.

Convocation: open up ways for feedback.

Toni, each group send PowerPoint to Toni. Agenda in order of Pillars.

Retreat supplies and planning:

Materials needed 50 copies

50 copies of the slides for the day.

Slides to send for the deck Jennifer will make slides

Ingrid 5 minutes at end send to Toni

Explanation

Activity

Report out leeway—probably will not have time. Report to MPC

Glossary-will it be provided and provide overview, with process, recommendation, send something later with link. Show on screen the first part of the list. Direction will be that we will send a follow up email with a central location. Each group will have a chance to provide. Link in the deck if it is already located.

Link to PDF on the webpage. Explanations, make PDF with draft.

Slides: Putting document together for others to add to. Slides are due Thursday.

What type of help do Jennifer and Ingrid need?

Intro of our group,

Slide with the who what where of the group

Everyone send stuff to Andy and he will compile due Thursday.

Wrap up Productive Meeting: Action plan at the end of the meetings to supplement the discussions

Inna, question about metrics. Andy will include in his resources

Quick Review of BC role during our 45 minutes:

- Monday: have all of us and circulating the room, touch base with the table, Understand our feedback. Either the padlet or the hard copy olds school tech being the sheet.

Spring meeting schedule check in review

Keep dates Wednesdays 3 to 4:30. Andy will send out the invites. 4/1 falls during spring break.

Opportunity to do one more at the end of the semester. Leave off for now can add at the end of the semester. If something comes up we can meet.

May need to keep the “5th” Wednesday open. Think about it.

Trial run this semester for the communication plan. See what other people think of our communication plan. Some may see as done but not expect to implement.

Meeting adjourned around 1pm.