The Second Annual
Institutional Planning Retreat
October 28, 2016, 8 a.m.—12 p.m.
Alisal Campus, Building C, Room 212

7:30 Continental Breakfast & Coffee Available for Early Birds

8:00–8:25 Welcome Greeting, Introductory Remarks & Activity Overview
Dr. Brian Lofman, Dean of Institutional Planning, Research, Effectiveness

Strategic Planning: Collaborative Leadership for Organizational Impact
Dr. Willard Lewallen, Superintendent/President

8:25–8:40 Strategic Planning Survey: Key Results
Chris Moss, Academic Senate President & Instructor of Mathematics
Dr. Layheng Ting, Institutional Research Analyst

8:40–10:00 The Next Strategic Plan: Leading the Path Forward ➔ Part I
A. Training & Knowledge for Strategic Planning
   Laura Lark, Instructional Technologist
B. Engaging in & Communicating about Strategic Planning
   Esmeralda Montenegro-Owen, Director of Communications,
   Marketing & Public Relations

10:00–10:15 Break

10:15–10:25 Q & A

10:25–11:45 The Next Strategic Plan: Leading the Path Forward ➔ Part II
C. Identifying Research & Data Needs for the Next Plan
   Natalia Córdoba-Velásquez, Director of Institutional Research
D. Infusing Strategic Planning Throughout the Institution
   Carol Kimbrough, Curriculum Chair & Instructor of Psychology

11:45–12:00 Closing

12:00 Lunch
Results of Second Annual Institutional Planning Retreat

Brian Lofman & Layheng Ting

11/22/2016
What?: 2nd Annual Institutional Planning Retreat
When?: October 28, 2016
Where?: Alisal Campus, Room 212
Participants: 47

Administrators, 29, 62%
Faculty, 9, 19%
Staff, 6, 13%
Student, 3, 6%
Survey Overview

**GOAL:** Survey participants of Annual Institutional Planning Retreat to obtain their input about the retreat for improvement of next year’s retreat.

**PERIOD:** October 28, 2016–November 03, 2016

**SURVEY:** A 2-question survey, with 10 sub-questions, utilizing *Survey Monkey*

**SAMPLE:** All 47 retreat participants were sent invitations. 37 responded. One response needed to be removed from the analysis. Final response rate is 77%.
On a scale of 1 to 5 (1 being the worst), what do you think of the following aspects of the Institutional Planning Retreat?

<table>
<thead>
<tr>
<th>Aspect</th>
<th>Rating Average</th>
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<tbody>
<tr>
<td>A) Location</td>
<td>4.1</td>
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<tr>
<td>B) Timing</td>
<td>4.3</td>
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<tr>
<td>C) Length</td>
<td>4.4</td>
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<td>D) Refreshments</td>
<td>4.3</td>
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<tr>
<td>E) Facilitation</td>
<td>4.4</td>
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<tr>
<td>F) Information from the presentations</td>
<td>4.3</td>
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<tr>
<td>G) Guided session discussion</td>
<td>4.3</td>
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<tr>
<td>H) Q &amp; A (The Prize activity)</td>
<td>4.7</td>
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<td>I) The extent to whether you found the experience enjoyable</td>
<td>4.4</td>
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<tr>
<td>J) Overall</td>
<td>4.5</td>
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N = 36, except: E (N=34); G (N=34); H(N=34) & J (N=35)
How can each of A-J aspects be improved, if any?

A. Location:

1. It was nice to have at the Alisal campus
2. Main campus
3. plenty of space. did not feel cramped
4. Nice, bright room; good sound and sightlines
5. Fine
6. Need separation of groups due to noise
7. Majority of folks were used to come to main campus so it started late
8. Main Campus
9. Alternating campuses is good idea
10. It worked well but off campus might be fun
11. Meeting in a room with plugins so we can charge or keep charged our laptops.
B. Timing:

1. There is no ideal time, but Fridays are a pretty good day for me to meet.
2. I liked the variety and approachable manner in which the material was presented. Felt a little rushed with the brain-storming.
3. Question period too long
4. I think all participants should have had a chance to be in all four sessions. So perhaps instead of two topics at a time, it would be good to have one per hour or so.
5. maybe a little earlier in the semester
6. this is probably my busiest time of the year
7. Start at 9PM, with time to take care of daily matters first
C. Length:

1. I liked that retreat was half day. All day last year was too long.
2. Half day sessions is more effective than a full day.
3. Appreciated the different approaches to the material. Made the time fly.
4. A bit lengthy
5. Segments were rush in some case. More time would be good.
6. A half day is a long time in the middle of the term
7. Seemed a little rushed on the group activities for the amount of discussion that was needed.
D. Refreshments:
1. I'm just fussy. :)
2. Hot chocolate
3. Thanks for having them!
4. Fine
5. Good selection
6. Yogurt in the am please

E. Facilitation:
1. This was helpful to have us in small working groups w/direction
2. Very clear objectives and full of learning points. Thank you.
3. Fine
4. Great job!
5. Perhaps more clear guidance for facilitators so they understand their roles better.
6. Computers would have been nicer
How can each of A-J aspects be improved, if any? (cont.)

F. Information from the presentations
1. nice to hear about the survey
2. It worked!
3. some time to discuss the presentations
4. Having an external presentation on strategic planning?
5. A couple of the presenters went way to fast to understand what they were presenting
6. Could be more informative

G. Guided Session Discussion:
1. the groups were well chosen- suggestions were thoughtful
2. I hope you all got useful information
3. Less talk, more results
4. It was fine; no problems. All participants contributed.
5. Could have used more time for discussion in our small groups
6. Needed more guidance
7. Could've provided more direction on how to use the Word documents on the provided laptops.
8. Again, just felt a bit rushed as we were trying to brainstorm, but it kept us focused.
How can each of A-J aspects be improved, if any? (cont.)

H. Q & A (The Prize activity):
1. It's fine, I won a prize
2. This was so fun!
3. a nice break- and fun!
4. a nice surprise!
5. This was fun and a nice "break" while still being informative!
6. This was fun!!
7. A fun way to help us remember/learn some important points!
8. Fine
9. More stuffed panthers!
10. Too long
11. a bit too long

I. The extent to whether you found the experience enjoyable:
1. pretty fun for a meeting
2. Everyone was personable and engaging and helped with the feeling tone of the retreat ~ it was far from the common trap of being bombarded with information.
3. If attendance is necessary the meeting moved along nicely
4. Fine, though too long and not as productive as I'd hope
How can each of A-J aspects be improved, if any? (cont.)

J. Overall:

1. Great job, and kudos to your whole team!
2. Overall it was a good retreat
3. Follow-up will be important; see below.
4. Maybe allow more time to get to know each other and work together, the time spent doing the exercises was very valuable.
5. Providing a sample of a completed guided activity would've been helpful to better understand our assignments.
6. Maybe begin at 9, instead of 8?
Please add any further comments you may have concerning the retreat.

1. Great job! Informative, productive, fun, and energizing!
2. I really enjoyed this year's retreat. Scheduling the retreat for a half day was perfect. Everyone was engaged and the presenters were great. Thank you.
3. Thank you. I left feeling very energized and excited to be a part of Hartnell's future.
4. Well done, I learned a lot about us and enjoyed it as well.
5. The retreat went very well; it was well thought out and I thought it was effective. Often, however, we come away from a retreat feeling energized and then the good feeling fizzles away when nothing happens. How will we avoid that?
6. It went really well. The discussions were engaging and productive. Lots of good ideas came out of the morning. Great job!
7. I really enjoyed being part of this retreat and I am glad it is now becoming part of a Hartnell overall item for everyone to be involved.
8. This was well organized; your planning paid off. I think this is a good start to creating a culture where strategic planning is integrated into the activities of the college. Thank you!
11. Excellent! It was fun, informative, and productive. Great job!
12. I was happy to see a representation of stakeholder groups.
13. Thank you for making the four hours go by quickly by focusing on topics that were quick and easy to work on.
14. Nicely done--it was always clear what our tasks and objectives were, and everyone's contributions always felt valued.
15. I think all participants should have had a chance to be in all four sessions. So perhaps instead of two topics at a time, it would be good to have one per hour or so.
16. I think we need to make an effort to include more varied participation, there were a lot of managers there and not enough staff, a lot of full time faculty, no adjunct...this was discussed in the meeting, it needs to be implemented now.
17. Would have like to see more staff and student participate in this retreat. Maybe consider involving one employee from each department. For example, 1 staff from Admissions and Records, 1 from the Science department, 1 from the IT department, 1 Maintenance department, etc.