CHABOT COLLEGE
INSTITUTIONAL PLANNING & BUDGET COUNCIL

Planning group: Carolyn, Laurie, Rachel, and Kari, with Vanessa

Proposal for Developing Strategic Plan 2005-08/Annual Priorities 2005-06
Strategic Plan Retreat: before, during, and after

1. Retreat date: Friday Oct 8th  9-1:30
2. Location: Eden Mansion!  (down the street): need to send out directions/get commitments
3. Participants:  IPBC only: top limit of 25 people in the mansion
   i.  25 IPBC representatives
4. Food: Order sandwiches etc from Fresh and Natural

5. Purposes of retreat
   a. Get to know each other and our motivation in our jobs and working at Chabot
   b. Empower IPBC reps as leaders and visionaries to solicit input from campus
   c. Validate what we did last year, including vision/mission/values
   d. Review/revise Goals and Objectives for 2005-08
      1.  Review Themes
      2.  What should still remain as a goal in 2005-08
      3.  What is missing and should be a goal in 2005-08
      4.  Are they in correct theme?
   e.  Review/revise Objectives for 2005-08
   f.  Prepare to facilitate college-wide process for input on draft goals/objectives

6. Before retreat:
   a.  Sept 22: IPBC: Review definitions of goals/objs/activities
   b.  Sept 24-Oct 1: Taskgroup: Revise current goals/objs/ for consistency
   c.  Sept 24-Oct 1 Taskgroup: Delete completed goals and objectives from current plan
      i.  Based on feedback from IPBC, Theme leaders delete:
         1) what has been completed
         2) what is no longer relevant or needed
   d.  Oct 1-8; IPBC: Review revised list of goals and objectives to work on at retreat
   e.  Oct 6  7: IPBC and campus community: Obtain background information for planning
      i.  Wednesday, October 6th:/
      ii.  Presentation/discussion on:
         1.  Internal data: Student data on student equity, student success, and persistence and completion, overall and basic skills, occupational
         2.  External environmental scan: college-going rates, economy, labor
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Strategic Planning Retreat

October 8, 2004, 9am – 1:30 pm
Eden Mansion
Schedule

PART I: Bonding: 9-11 am

1. (45 mins) Introductions: learning about each other and our passions
   a. Getting to know each other: each member shares for a specified length of time
      i. Name, job, and time at Chabot College /History on IPBC
      ii. Why choosing to serve on IPBC
      iii. What is your passion/inspiration/motivation in your job at Chabot?
         (i.e., who are you/why are you here/what drives you?)

2. (45 mins) Reflections on Leadership
   a. Our roles and responsibilities as IPBC reps in the college
      i. Visions vs. reality in disciplines
   b. How we can support each other

3. (30 mins) Accomplishments last year from each theme (describe theme)
   a. Review vision/mission/values
   b. Highlight accomplishments: ask one person from each theme to pick one

LUNCH BREAK – 1/2 hours: 11-11:30

PART II: Revising the Plan: 11:30-1:30

4. (45 mins) Update Goals and Objectives within Themes
   a. Review Themes as a group (10 mins)
   b. Review Defs of goals/objectives/activities (10 minutes)
   c. Break into small groups by themes/your passion or interest
      i. Review goals
         1. Do they reflect the theme, and the new vision/mission/values?
         2. Do they need any revisions, separating, additions?
      ii. Review objectives under each goal
         1. Do they address the goals?
         2. Are they measurable?
            a. Note activities but don’t work or dwell on them
         iii. Get the general goals and objectives written on the poster board
             (Only rough wordsmithing – this is a draft)

5. (45 mins) Pulling together the proposed Goals and Objectives across all Themes
   a. Share in large group the goals and objectives from each theme
   b. Discuss and finalize
      i. (This will be the draft for college input)
6. **(30 mins) Wrap-up and Next steps**
   a. Discuss how IPBC reps can facilitate college-wide discussion of draft
      i. Send out draft to campus: /Email/hard copy?
      ii. College-hour presentations/discussion
      iii. Other ways to get input from your colleagues

   b. What did you learn/what was valuable about today?
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AFTER the RETREAT

NEXT STEPS
for the 2005-08 Strategic Plan!

1. Obtaining college-wide input on first draft
   a. Oct 11-25:
      i. Send out first draft to campus
      ii. Hold feedback sessions on draft goals/objectives
          1. At college hours October 12, 14, and 19th
          2. Faculty and Classified Senates
          3. Individual input to IPBC reps
          4. Any other ways you can think of

2. Producing second draft
   a. Oct 25-27: Subcommittee synthesizes college input and proposes second draft
   b. Oct 27 IPBC meeting.
      i. Approve second draft of 2005-08 goals/objectives for college input
      ii. Propose Annual 2005-06 priority objectives for college input

3. Obtaining college-wide input on second draft and 2005-06 priority objectives
   a. October 28- Nov 15:
      i. Send out second draft and Annual 2005-06 Priority objectives to campus
      ii. Hold feedback sessions on second draft and priority objectives
          1. At college hours?
          2. Faculty and Classified Senates
          3. Individual input to IPBC reps
          4. Any other ways you can think of

4. Producing final draft
   a. Nov 15-17: Subcommittee synthesizes college input and proposes final draft
   b. Nov 17 IPBC meeting:
      i. Approve draft of 2005-08 goals/objectives for College Council 11/19
      ii. Approve draft of 2005-06 priority objectives for College Council 11/19

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