

SparkPoint at Chabot College Planning Meeting

Tuesday, October 22, 2019 | 1:00 pm – 2:30 pm

Chabot College, 25555 Hesperian Blvd., Building 200, Hayward, CA 94545

Objectives:

- Synopsis of last meeting activities
- Data Presentation – Outline
- Client Mapping Activity

Materials: *Agenda, notes from last meeting, binders*

Agenda:

1:00	Introductions/Ice Breaker & Objectives for today	Lileen	5 minutes
1:05	Synopsis of last meeting: Review of current projects on the queue? (how are you thinking about racial equity when working on these projects): <ul style="list-style-type: none">○ Who is your target population? Who are your partners? (Nicole)	Nicole	10 minutes
1:15	Presentation: Data <ul style="list-style-type: none">○ Forms○ Requirements○ High level overview/Reporting○ Q&A	Norman	25 minutes
1:40	Break		10 minutes
1:50	Culture: Client Journey Mapping <ul style="list-style-type: none">○ Client Journey Mapping Activity○ How to's...	Nicole/Elise	30 minutes
2:20	Next Steps <ul style="list-style-type: none">• Decisions• Next Meeting: November 8, 2019 - 9:00 am - 10:30 am	Lileen	10 minutes
2:30	Meeting Ends		

Notes:



SparkPoint at Chabot College Planning Meeting

Chabot Decisions for November

Report out: Student Interest Survey

Resources: Student Survey/Chabot Application

- Define list of services (Core/Referrals)
- Partnerships (Who are your core partners?)
- Target Population (Who are you serving?)

- Structure/Governance
 - What is the lead agency role?
 - (Examples: Skyline/San Jose)

- Resources: Survey/Journey Map/Chabot Application
 - Operations
 - Staffing
 - Hours
 - Location
- Data Collection/Tracking (What metrics will you be tracking)

UWBA Marketing/Sustainability Presentation (Moved to January meeting)

UWBA/Chabot Launch Discussion (Moved to January meeting)/