

**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