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# Learning Center and STEM Center Joint Retreat
# Agendas and Notes for 4 Sessions, Fall 2021

**Session #1: October 13, 2021 Notes**
Introduction of all participants (from the Learning Center and STEM Center staff)

Shared our roles, favorite things to do outside of work
- Things in common, soccer, parenting, gardening, motorcycles, exploring, music, tutor training
- we always learn something from these intro's, appreciate everyone sharing so we can learn a bit more about each other and see the shared connections outside of just our work

Norm-setting
- Community-centered: use feedback from these sessions to help guide what resources are useful, such as documents we can add to the shared folder, safe space to share, can use Jamboard if you don't want to share verbally, also direct message chat

Resources
- Jamboard: Use this to post questions, concerns, or ideas that we prefer to share anonymously. This board is divided into Hopes and Concerns but it is open to all sharing

Google Drive Folder
- This is our main repository for this retreat series. Our Learning Center sharepoint site will eventually house many of these items, but since we're being joined by STEM for this retreat we want to be sure all can access the materials https://drive.google.com/drive/folders/1a8S8jTLVPd9LGtZPmxYR335IaHz6ZG10?usp=sharing

Strengths, Challenges, Opportunities, Impacts (SCOI) Activity Notes
- didn't feel like people were coming from a STEM-centric or LC-centric approach, but instead more of a student services perspective, which was a very positive thing
- Overall feedback - good to have this space to interact with each other, see each other and share ideas
- Strengths summary: vibrancy of bldg 9, 2nd floor was reflected in that we could connect and share our reflections
- Opportunities - many could have been challenges or negative impacts, but group chose to see it as opportunity - this is a big positive
- COVID impact - important to keep in consideration
- so exciting to see this happening - STEM has been planning for this for years, knowing that grant would end and we'd need to plan for merging of programs

**Session #2 Planning**
1. Outcome is to develop shared *concepts* for a unified MVV for STEM/LC
2. Identify areas where STEM/LC are both strong/natural affinities - what do we both share that we can bring into the discussion of our revised MVV?
3. How can we take adv of these strengths and take on the challenges we identified?
4. Get key words as minimum output from this session
5. Lead group through difference in M, V, and V. With this in mind let's map out some keywords for our *Mission.* Explain why we're not doing vision and values.
6. Our MVV must be aligned with college/dist, so our mission is important to us as an operating dept, to define what specifically drives us, however the vision and values should be aligned with the college.
7. What should mission stmt include if we know we'll be moving to a hybrid delivery going forward?

**Session #2: October 29, 2021 Notes**

Survey feedback
Heard not enough time

Recap of SCOI
*Strengths*
- GM - one big one is our interaction and proactive support for students, leverage those relationships. Human interaction, communication & collaboration
- Significant resources in TLA, diverse staff in terms of exp, ethnicity

*Challenges*
Recapped - reiterated similarity
- Jonathan - one that was not mentioned is the challenge of having 2 spaces, not knowing what each area was doing. THis needs to be kept on our radar, now that we have CWA, other pgms on 2nd floor
- How do we do f2f and online at same time? Marella - COVID pushed us to be more proactive about supporting both modalities

*Opportunities*
- Notable that community was mentioned - what do our HS"s think? We need to make it more clear what the opportunities are here, need HS's stu's to know advantage of starting at CAN, then TR to univ, etc
- Georganne - big part of STEM was to create pgms that can be replicated, scaled, then institutionalize them
- COP a big part

*Impacts*

(Dan reviews the 4 questions about Mission Statements)
Use similar world cafe method to review in breakouts
- Why are mission statements important? Dan, review alignment and purpose for your org, are we aligned with our purpose? Also important to help avoid mission drift. Define who we are serving
- Doesn't need to be overly specific, does need to describe the main focus of what we're doing
- What is the impact we want to achieve?

Review example mission statements

1:30 - 2:15
Mission statement activity

Outcome:
- What is our joint statement? Not STEM, not LC, together. Why do we exist? What is LC 2.0? Who are we serving?
- Ask from a new lens, not your current lens, but this new LC 2.0 view.
- What impact are we going to make?

Here's how we can scaffold some of this work into our new mission statement and shared purpose

Share related info on college mission statements
Dan put several statements onto one page as a review source

Ideas
- Give the group an example of an approach - how we can merge embedded tutoring, or peer tutoring, etc. Use examples from GM and RB - starting point to discuss how we can move forward
- ==Start using more explicit language of LC/STEM merging ou pgms, LC 2.0, with possibility that at some future point there may be a distinct STEM ctr, but for now it will be a more **comprehensive LC** that absorbs STEM pgms==
- As a joint venture, who are we serving? How are we serving them?

**Prep for Session #3**

We ended session 2 with a sentence to kick start our new mission statement

Ideas
What are activities that are core to LC 2.0?
- Peer Tutoring, Emb Tutoring, Supplemental academic support activities (workshops, trainings, etc)
- Student resource access: computer lab, workshops, study groups, academic environment

Go through each of these, then come back to the group and look at where are the challenges
- Example - hiring tutors, how this is different for STEM/LC
- Peer Mentors - STEM vs GPPM, Gonzalo and Melissa

Where are we doing well, where do we need to align? Don't need to figure it all out in this meeting, but just identify

Breakout Notes
First 10 min's - where are you integrated now?

Next 10 min's -

How does all of this impact our planned alignment within LC 2.0?


Consider how to address issues - for example to have Julian and Josue work on this but not everyone else

- Can ask JT/Josue to share some of their collaborative work exp, what were challenges/strengths? Implications for future work?
- Can also ask Gonzalo/Melissa to talk about retention
- Acknowledge we're not starting from zero, we've done some of this already, Retention Specialists COP,

Now we will envision some of the specific elements of LC 2.0, and we'll look at a few specific programs to get us going on some more fleshed-out ideas that will become goals and objectives.

Examples:
- EPIC and Embedded Tutoring: what will that combine to be? How does AB 705 inform this? What are staffing needs to support this? How many class sections do we anticipate supporting? How many EPIC leaders/ET's are we anticipating needing?

Keep students at the center; what matters to them? Do they care about titles and terms, or about getting support

**11.9.21 Prep for session #3**

Take-Aways from survey #2

Q: Are there things you would like to make sure get addressed during the next session(s)?

- I think we need to prioritize how as a Learning Center 2.0 we will begin to welcome new students, especially given our Guided Pathways initiatives.  In the past, we offered welcome days and tours, so will it be a hybrid set of activities?
- I would like to discuss how the physical space can be arranged to support the new LC 2.0 and the four interest areas.

Q3 - What did not work as well and how could it be improved next time?
- I think it might be good to give people the agenda a few days in advance and assign some "homework" that will have people come into the agenda more prepared. The homework would be along the lines of, "In preparation for the retreat, jot down your ideas about..."

**Session #3:  November 11, 2021 Notes**

Recap from session #2 - Josue was not here last time
- We unpacked mission statements, this is a parallel track with work underway to review our college mission statement

Mission Statement Update/Update from working group
- This is a big guide post towards defining our vision for LC 2.0, who do we serve? What is our primary purpose and how do we serve our students? What impact do we want to make?
- Dan, Georganne, and Dina met a few times to distill the outcomes of first sessions and created a draft mission statement
- GM - need to ensure our statement links to and aligns with college mission
- Vince - the draft mission statement aligns well with district strat plan, is more impactful for him than current college statement
<mark>Add draft statement here</mark>

Main Session Notes
- MA - we are a small college, can't afford to have separate spaces, etc. Big grants are winding down, we need to align and merge and scale up

- GM - counterpoint, she doesn't think we can be effective without a STEM center
- Ameer - establishing a STEM identity is critical and that's why we need a physical space/STEM-identified space. Can be very integrated
- Our location in silicon valley - we need to reflect the innovation of the area
- What if Math Jams went back to STEM? Came to LC a few years back
- GM - Jams are part of the way forward for AB 705, and guided pathways in the sense that all IA stu's need to pass Math/Engl
- Example of guided pathways speaker series - aligns with IA's and respective speakers, piloting that for spring, each IA responsible for promoting it with their stu's, can give those IA stu's extra credit
- Gonzalo - COP work with Melissa, **RT's should work together to align support** across IA's, but retain the different areas within 2nd floor, then RT's will report out to Dir position

Additional Thoughts:
- It would also be good if we could have a discussion about **starting the semester** - hitting the ground running (**welcome day, hours**, etc.)
- Joint **LC/STEM Meetings** going forward
- Each interest area will be launching a Canvas shell and the **LC needs to be connected to each**

## 12.6.21 Session #4 Planning (Milena, Dan)

Dan
- Ask each area to suggest one thing that will promote more integration as we go into spring. Concept of STEM separate from LC
- Need to respond to group about status of mission statement: current draft, will continue to develop after new Director is on board
- Feedback to keep agenda manageable, 1.5 hours tops. Get the practical suggestion for spring 22, prioritize what we need for integration (can be 2 items, 1 item)

PROMPT: *What changes can we make betw now and spring 22 to integrate our staff more?*

- Can Retention Spec's sit/be housed in same area? Where is that?
- How is STEM ctr maintained in some capacity in the meantime? Add signage in LC?

Milena:
- 1 hour on goals, 1 hour on prep for spring 2022
- Consider a re-branding - should we continue with "Learning Center"? What about a **different name** that encompasses the breadth of our programs?
- Use time to plan for January and plan for integration, outreach, and messaging to students
- Incoming Director position may be opp for renaming/re-branding

Small Group Work
- Start with our accomplishments from the first 3 sessions
- Summarize key take-aways: need for monthly shared meetings, more integration planning
- 45 min - discuss 1-2 things that would be most important for STEM/LC integration in spring 2022 (new signage, staffing alignments, office locations, etc)
- 45 mins - How are virtual/hybrid services aligned to support students in spring 2022? (do we move computers that are now general lab, convert to hybrid learning use?)

- We've been mostly remote, how will shift to more in-person support impact us? How do we plan to meet these respective needs? (Service Hours - virtual vs in-person, are they overlapping? Are they separated?)
- Now that in-person presence is defined and schedule is set, what do we need to do to maintain virtual support?
- On physical side, how are we looking at that? How do we approach expectation that STEM staff can help cover the larger area? Last time they did LC a favor, are we moving to an expectation that we will help each other cover and merge our scheduling? What about stu's seeing STEM/LC info? Can we make this more integrated? How would that look like for making appointments? For finding services?
- After each small group session, we can vote or discuss on suggestions

Big Pieces
1. We've been two entities. What will it look like to be a more integrated entity, under same or new title? What are follow-up items? For example, how do we align web presence and messaging? How do we look at staff locations? Scheduling?
2. Monthly STEM/LC Meetings - get them on calendar now, need to address
3. Expectations - need to establish more integration such as STEM staff helping with coverage, sharing information, working to integrate STEM and LC web sites into a Student Support page taking best parts of each area. Focus each monthly meeting on 1 key integration point (January is web site focus, etc)

**Final Session (#4):  December 10, 2021 Notes**

Mission Statement
- Vince - appreciated mission statement, thinks it's better than the college one
- Dan - keeping orig version for now, will update a new Director gets hired

**Activity #1**
Identify and Discuss 1-2 things that would be most important for STEM/LC integration in spring 2022 (new signage, staffing alignments, office locations, etc).

Orientations to 2nd floor services
- Services overview - tutoring
- Retention Programs

Week 1-2
Outreach plan
- ➢ Student wayfinding and awareness of supports: need to reposition furniture, how?
- ➢ Signage in other parts of campus (Grove, etc) What is available in LC/STEM? Use screens, flyers. Rolling whiteboards
- ➢ Orientations - were using scheduling software to book classes, currently don't have software so need to ID an alternative
- ➢ Welcome Day was single version of this

Week 2-4
- Online and F2F services and coverage: based on traffic, may need to adjust and need to align how we support students
- Request data from PRIE for enrollment

Week 4 and onward
- Regular communication in ongoing way - monthly meetings with STEM
- A monthly meeting but supplemented with a weekly group email

**Key Points**
1. Easing stu's from online to F2F using tools we have - intentional support of transition back to in-person. Video greetings,

**Activity #2**
We've been mostly remote, how will shift to more in-person support impact us? How do we plan to meet these respective needs? (Service Hours - virtual vs in-person, are they overlapping? Are they separated?

**1.12.22 STEM Retreat day 2: LC/STEM Integration**

Each STEM pgm lead gave an overview of their areas, then we went through with me thru lens of LC integration

EPIC/Josue
Eliminating barriers to stu access, one sign in via Canvas, integrating CRLA certification
<mark>Is this Level I or II?</mark>
Working with JT on bringing EPIC/ET program training into LC

College Outreach
Create and share the process for allocating tutoring resources: share with iDeans, Cabinet, division & department meetings
Update our materials for tutor recruitment, highlighting

Peer Mentoring/Gonzalo
Mentioned COP, supporting S&H IA
Currently 5 PM's supporting 1st year STEM majors

Marcella/Canvas Shell for Science & Health IA
All IA's have a template, she's not sure if they've moved ahead yet
Good question: will all FA22 IA stu's be loaded into respective Canvas shells
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