Team Workplanning Session

June 5, 2013
Today’s Objectives

Today our goals are to:
- Hear team members thoughts on progress to-date
- Establish clarity and consensus around key HGI strategies
- Understand how to best engage campus network
- Review various data analyses
- Develop 3 month action plan
Team Reflections on Progress to Date

Individually answer the following on provided cards:

- **What key accomplishments** has the HGI team completed since we last met?
- **What continues to be a significant challenge** in moving the HGI student success efforts forward?
- From your individual perspective, where do you think the HGI team should focus its **efforts in the next 3 to 6 months**?
The HGI team should focus on three core actions over the next 3-6 months:

1. **Define Priority Strategies**
2. **Getting Data & Routines Right**
3. **Engage the Campuses**
In order to create a reform strategy, it requires a system to complete four key steps:

<table>
<thead>
<tr>
<th>Process step</th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td><strong>Identify the set of interrelated themes</strong> (content areas or implementation models) that focus the system's efforts on those things most likely to affect the target metric.</td>
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<tr>
<td>2</td>
<td><strong>Examine impact of existing system and campus activities on aspiration and identify potential projects.</strong> Consider adding additional activities based on the theory of change, impact, and alignment with system strengths.</td>
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</table>
| 3 | **Evaluate and select from the identified projects** based on three principles:  
  - Independently effective  
  - Integrated  
  - Sequenced |
| 4 | **Leader gives permission to stop doing previously planned projects**  
**Staff identifies high cost/low impact projects and recommend ways to “remove the distractors”** |
## Exercise: Identifying and Prioritizing HGI Strategies

<table>
<thead>
<tr>
<th>What</th>
<th>Materials</th>
<th>Time</th>
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<tbody>
<tr>
<td>▪ Review list of HGI strategies and place into buckets:</td>
<td>▪ Cards</td>
<td>15</td>
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<tr>
<td>- Time to degree</td>
<td>▪ Brown Paper</td>
<td></td>
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<tr>
<td>- Financial Aid</td>
<td></td>
<td></td>
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<tr>
<td>- Campus Engagement</td>
<td></td>
<td></td>
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<tr>
<td>- Others??</td>
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<tr>
<td>▪ Individually, place dots on cards the system has gotten the</td>
<td>▪ Dots</td>
<td>10</td>
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<td>implementation right</td>
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<td>▪ Discussion: Of the initiatives you did not rate highly, which</td>
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<td>25</td>
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<td>ones do you think you need the most attention in the next 3</td>
<td></td>
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<td>months?</td>
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The primary purpose of a routine is to help problem solve areas that are off-track.

Between routines, while delivery teams are striving to make progress, Delivery Units can assess the “bigger picture” and identify areas that are off-track.

**Purpose:**
- Support goal team in carrying out
- Assess progress and identify issues
- Develop proposed next steps

**Routine**
- May or may not be called a “Routine” - cycle time and format vary

**Purpose:**
- Support goal team in following up on next steps and making progress
- Assess progress and identify issues
- Develop proposed next steps
What is Delivery Unit problem solving?

Delivery Units have an important role to play in identifying persistent or challenging problems and working with the system to help solve them.

Problem-solving involves specific and focused efforts by the Delivery Unit to make progress in identifying areas of difficulty and designing focused fieldwork to solve a particular problem, with the amount of effort tailored to the scale of the challenge.
Discussion: Routines and Data

- What kinds of data routines do you have in place currently? How are they working?
- Given these priority strategies you’ve just identified, what data/metrics will be most important to collect and report on?
- How can EDI support your data efforts?
### Three-Month Planning Exercise

<table>
<thead>
<tr>
<th>Key Action</th>
<th>Goal(s)</th>
<th>Delivery Team Role</th>
<th>EDI Role</th>
<th>Time Frame</th>
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**Exercise:**

- Define key actions for each of the priority strategies
- Focus on getting clear about objectives, timeline, the role of the HGI team, and core objectives
Student Success Statement Review

Review the draft statement and discuss the following:

- What does the team think of the draft statement?
- What revisions or edits are necessary?
Thank You