**Retreat Outcomes**

Outcome 1: Create Benchmarks for Three-Year Plan Goals: We will know we are successful when….

Outcome 2: Make a decision about whether or not to hire a part-time researcher

Outcome 3: Analyze and provide guidance regarding Director goals and activities

Outcome 4: Establish communication protocols for inclusiveness, transparency and clarity

Outcome 5: Complete logistical items for the progress of the consortium work

**Retreat Agenda**

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| Time | Topic | Action | Activity |
| 9:00-9:30 | Welcome and Overview | 1. Review and approve previous minutes;
2. review agenda and day’s activities
3. Site Excitement 2019-2020
 | “Summer Snake” |
| 9:30-11:00  | Outcome 1: Benchmarks | 1. Skeleton of three year plan;
2. Create benchmarks;
3. Assigning Timelines;
4. Annual Plan process
 | Jigsaw |
| 11:00-11:10 | Break |  |  |
| 11:10-12:00 | Outcome 2: Researcher | 1. What is the “work” that a researcher would complete
 | 1. Small GroupDiscussion;2. Vote |
| 12:00-12:30 | Lunch |  |  |
| 12:30-1:45 | Outcome 3: Director Goals/Activities Outcome 4: Communication Protocols | 1. Review data on time and work categories
2. Review upcoming itemized list
3. Creating organizational and communication norms
 | 1.Presentation; 2. Small group discussion 3. Report out |
| 1:45-2:50 | Outcome 5: Logistical items | 1. AS Bridge Class to feed DeAnza non-credit;
2. Industry Education Counselor Summit;
3. Professional Development Work Group: W’s
4. Opening Day and CAEP Summit
5. 2019-2020 meeting dates
6. Clarity: Who gets approved to be paid? Who recruits? How often can meetings occur? Responsibility of relaying via participants?
7. CAEP: Recording in-kind services (IF TIME)
 | Large Group Discussion |
| 2:50-3:00 | Closure | Revisit Outcomes |  |