Senior Leadership Team Meeting
Staff Edition
July 31, 2019

1. Approve minutes from last meeting
   a. Minutes approved
2. Workshop Mission (Robin & Sara Melita)
   a. LAI Workshops Presentation to SLT
   b. Asked Sara Melita to take a holistic view of our workshops program & processes, hoping to find efficiencies
   c. We want a mission statement to drive focus for the workshops. What's the real purpose?
   d. Sara did interviews with folks.
      i. Workshops have made improvements as they've gone along
      ii. Consistent, high quality
      iii. Strong partnerships across campus
      iv. Great visibility for LAI
   e. Process for managing workshops is very complex
   f. Tried doing fewer workshops in Fall 2019, but didn't end up reducing by very much
   g. Growth rate is not sustainable, mission is very broad, current process is too complex
   h. Consider fewer workshops and more consultations for historically small workshops
   i. Based on experience, look at appropriate scheduling of workshops
   j. Recommendations:
      i. Do some evaluations of the workshops -- what do we want to measure? Find some pilots for testing
      ii. Establish formal needs assessment process to get more buy-in, good will, and to make it easier to focus
      iii. Rethink what falls under the purview of faculty workshops
         1. Guy is already starting to change approach for offering training. Some online.
         2. Use smart eva to data mine what is showing up in the evaluations. This will indicate where workshops are needed for faculty.
         3. Face-to-face isn't working with faculty
      iv. For credentialing, wait until we have evaluation data and consider sometime later
      v. Jared noted that the Career Center has identified 8 core professional competencies. This has already been implemented for students. Working with ESIA and CCAS to link with courses. We should think of how we link with this.
   k. What is our mission/purpose for workshops

i. What do we do, who are we doing it for, why are we doing it?
ii. For faculty, consider more short-term focus offerings like we do for staff. Guy noted that it gets to be a little complex
iii. Consider stopping to do staff workshops. Though they're successful, it really should be DIT or HR training
iv. Can we be student-focused?
v. Guy: what is our portfolio in knowledge transfer? We have more control over a portfolio that we do over an audience focus.
vi. Our purpose is to provide workshops that fill in gaps or even the playing field for academic success
vii. With too many workshops, we can't do evaluation
viii. Guy: look at workshops at programs for development. Consider the wheel with the bullets defining what our workshops are
ix. Robin: for credentialing, we need to build out programs
x. We need to get the Schools on board with what we are doing so we can assess
xi. We could just choose the number of workshops we want to do
xii. Barbra: as we think about filling gaps and leveling the playing field, we're actually increasing our possible workshops. We should rethink how we engage others around campus to offload the elements of the workflow.
xiii. Part of the problem is that it's hard to know how to navigate the university and we know how to do that