

Comprehensive Program Review Share Out **Facilitator Guidelines**



Skyline College Institutional Effectiveness Committee

March 4, 2024



Purpose of Sharing Out CPR Highlights

- Celebrate program successes with the Skyline College community
- Engage in conversational dialogue to share experiences, mitigate programmatic and initiative silos, and identify collaborative opportunities with campus colleagues and programs
- Illuminate prevalent themes and issues for further discussion with College leadership and the College as a whole



2024 CPR Share Out Dates & Programs

April 22

- Administration of Justice
- Barbering, Cosmetics, & Esthetics
- Chemistry
- Kinesiology
- Network Engineering Technology
- Paralegal
- Wellness
- Outreach
- Sociology
- Promise Scholars Program



Run of Day Plan

Total Run Time: *2 hours*

- 2:00–2:30p Welcome & Poster Session (*30 min*)
 - In-person attendees: circulate in person, opportunity to chat with Program Reps
 - Virtual attendees: online participants can view the posters in digital format while in-person attendees circulate; capture questions in Zoom Chat
- 2:30–2:35p Transition break/refreshment replenish (*5 min*)
- 2:35–4:00p Facilitated Panel Discussion (*85 min*)
 - Begin with Seed Questions (4-5)
 - Open Q & A
 - Alternate between in-person and zoom attendee questions (Designated chat monitor will assist with this)
 - Closing statement (*2 min*)

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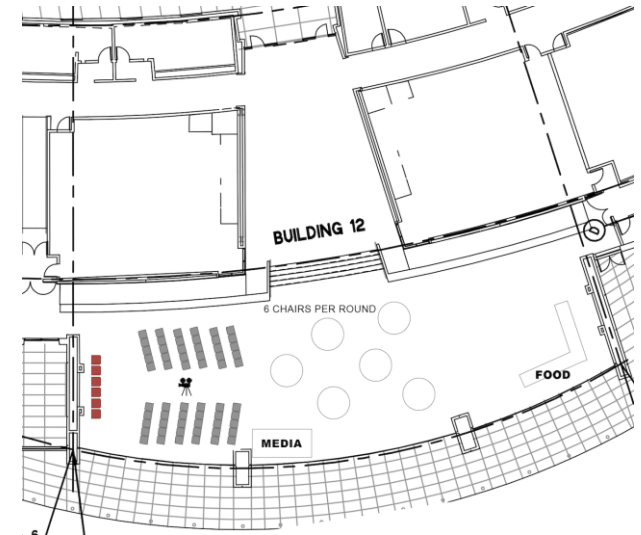
CPR Share Outs Facilitator Guidelines



CPR Panel Conversation Layout

1 hour, 25-minute, facilitated, in-person panel conversation with Zoom meeting broadcast

- Fireside chat-format for up to 10 program panelist representatives
 - IEC Seed questions to get the conversation started
 - Open Q & A: Questions to alternate between in-person & Zoom attendees
- When: 2:00 – 4:00pm on April 22
- Where: Building 12, Farallon Room, North Fireplace
- Media Services & IT will support Zoom video camera & sound





Panel Conversation Facilitation

- The Facilitator role will guide the panel discussion by delivering question prompts and maintain timely pacing
 - Dialog should mainly be by program panelists
- Begin with the 3 question prompts; (approximately *60 min*)
 - Ask question 1; ensure concise responses; 1-2 minutes max per program, for each of the three opening questions. Move on to question 2, allotting 1-2 minutes max per program for their response time. Then move on to question 3.
- Open Q &A; take questions from audience attendees (approximately *25 min*)
 - Alternate questions between in-person/Zoom attendees
 - Encourage concise questions from audience participants, approximately one-minute for Q
- There will be a co-facilitator present for both days, this role may support with mic distribution, time-keeping, & etc.



Panel Conversation **Seed Questions**

1. What was the most interesting/surprising discovery you made during your program's CPR process?
 2. What is your program doing and/or planning to do to foster student learning/ success and equity?
 3. With which program(s) are you collaborating and/or see potential for collaboration? (*approximately 60 min for Q 1-3*)
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1. Open Q & A from in-person and Zoom attendees (*approximately 25 min for Q4-5*)
 2. Closing question (if time): What, if anything, that we haven't already addressed today, do you want your campus colleagues to know about your program?



Thanks!

Questions?

Contact Ame Maloney, Chris Gibson, and/or
Karen Wong