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2022 Strategy Workshop Agenda

Friday, August 5th. 1:30pm – 5 pm. & Saturday, August 6th. 8:30 am – 4:30 pm.
Harvard Graduate School of Education, 13 Appian Way, Cambridge, MA 02138

Day 1 - Friday, August 5th

1:30 pm – 2:00 pm | Larsen Hall, 106

Registration (including HGSE Attestation)

*HGSE **requires** that visitors complete an HGSE Clear attestation that you have received a negative result from a COVID-19 PCR or antigen test taken within one day of your workshop start time (or have been symptom-free for at least 10 days if you tested positive for COVID-19 in the last 90 days). Upon completion of the attestation, you will receive a green checkmark to show at registration – you do not need to send anything in advance. If you arrive at your workshop and have not been tested within the previous day, COACHE will provide a rapid antigen test during registration to ensure you meet the HGSE requirements. [Complete the HGSE Clear attestation here.](#)*

2:00 pm – 3:00 pm | Larsen Hall, 106

Introductions and Ground Rules

Brief introduction to COACHE team and cohort attendees. We will discuss expectations and ground rules for our time together. Our team will briefly walk you through our survey administration process and timeline.

3:00 pm – 4:00 pm | Larsen Hall, 106

Developing Your Communication Plans to Optimize Response Rates

Panel Presentation: Spelman College and Purdue University

4:00 pm – 4:15 pm | Break

4:15 pm – 5:00 pm | Larsen Hall, 106

Building Trust in the Process

In this session we will explore creating survey buy-in and building consensus with key stakeholders.

6:00 pm – 9:00 pm | Museum of Fine Arts, Boston

Optional Social Event: Evening Visit to the Museum of Fine Arts, Boston

We welcome you to join the COACHE team and other partners at the Museum of Fine Arts, Boston. We will provide round-trip transportation and admission to the museum. Pickup and



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dropoff for this event will be at [Longfellow Hall](#). We ask that participating workshop attendees be at bus pickup by 5:45 pm for 6:00 pm departure. On our return, we will meet at MFA Boston main entrance at 8:45 pm for 9:00 pm dropoff. Please RSVP to this event by completing the [Attendee Information Form](#) by **Wednesday, July 27th**.

Day 2 - Saturday, August 6

8:30 am – 9:00 am | Gutman Library, GCC 4-5

Light Breakfast

Continental breakfast will be provided, including pastries, fruit, yogurt, coffee, and tea.

9:00 am – 9:30 am | Gutman Library, GCC 4-5

Recap of Day 1 and Expectations for the Day

9:30 am – 10:30 am | Gutman Library, GCC 4-5

Team Configuration – Setting Your Survey Administration Up for Success

Strategically building your Survey Administration team can directly impact a successful survey launch. This session will help you identify team skills and qualities that benefit your COACHE-related work. In some partner cases, teams have already been formed, but this is an opportunity to reassess and reinvent your teams if necessary.

10:30 am – 11:30 am | Gutman Library, GCC 4-5

Communication Plans – Best Practices

A key component to launching a successful and insightful survey is developing and executing a communication plan that engages faculty in a broader discussion of the academic workplace. This session will offer the opportunity to work with your team and others on your communication plan.

11:30 am – 1:00 pm | Gutman Library, GCC 4-5

Lunch break (on your own)

Attendees are encouraged to enjoy lunch in Harvard Square.

1:00 pm – 2:10 pm | Gutman Library, GCC 4-5

Communication Plan and Timeline Part #1 - Group Work

Working out the logistics of your communication plan and building the communication plan timeline.

2:10 pm – 2:20 pm | Break



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2:20 pm – 3:00 pm | Gutman Library, GCC 4-5

Communication Plan and Timeline Part #2 - Pair & Share

Attendees will pair up to share out the communications plan they have developed.

3:00 pm – 4:00 pm | Gutman Library, GCC 4-5

Key Survey Questions – Identifying Stakeholders and the Issues that Move Them

This session will help you identify your survey stakeholders and, more importantly, the survey questions that your stakeholders would like to explore. What data points are your audience(s) most interested in examining? Once we establish stakeholder-centric survey themes, we will discuss sections of the survey that can satisfy that data curiosity or if there are opportunities to create institution-specific questions.

4:00 pm – 4:30 pm | Gutman Library, GCC 4-5

Wrap up, Debrief and Parking Lot

COACHE team remarks and end of event wrap-up.