



collaborative on academic
careers in higher education

2023 Strategy Workshop Agenda

Thursday, August 3rd, 9:00 am – 5:00 pm. & Friday, August 4th, 9:00 am – 4:30 pm.
Harvard Graduate School of Education, 13 Appian Way, Cambridge, MA 02138

Day 1 - Thursday, August 3

9:00 am – 9:30 am

Light Breakfast & Registration

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

Report Tech Support: Partners who completed the survey launch in February 2023 are expected to download and bring all report documents to the workshop. Should you need technical support for accessing or opening your report, our team can assist you during this time.

Workshop Overview: COACHE staff intro and road map to the day.

9:30 am – 10:30 am

COACHE Faculty Job Satisfaction Survey: Basic to Advance

Partners who will launch the survey in February 2024: *Dr. Jeannie Kim and Ms. Shabreena Danz Lopez*

- Intro to COACHE Team Building
- Survey Administration Timeline Highlights
- Population File Best Practices: Avoiding the Pitfalls of Data Gathering

Partners who launched survey in February 2023: *Dr. Todd Benson*

- Unpacking Your Report: Overview
- Report Analysis and Interpretation
- Creative Use of Data
- Next Steps: Communicating Received Data

10:30 am – 10:45 am

Break!

All COACHE partners are to reconvene in the main room.

10:45 am – 12:00 pm

Active Work!

In this session, partners will work on their respective stages of survey administration following COACHE prompts.

GOAL: At the end of the activity, COACHE partners will have a general outline of their communication plan which they will share with the group on Day 2 of the workshop.

12:30 pm – 1:30 pm

Lunch break (on your own)

Attendees are encouraged to enjoy lunch in Harvard Square.



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Guest Speaker Presentations

1:30 pm - 2:00 pm

Florida Gulf Coast: Building a Comprehensive Communications Plan to Drive Response Rates, *Ms. Andi Clemons*

2:15 pm - 2:45 pm

CUNY Brooklyn College: The Reiterative Process of Communication Building
Dr. Tammie Cumming, and Ms. Isana Leshchinskaya

2:45 pm - 3:00 pm Q&A

3:00 pm - 3:15 pm

Break!

3:15 pm - 4:30 pm

Guest Speaker TBD

4:30 pm - 5:00 pm

Debrief and Parking Lot

6:00 pm - 9:00 pm | Harvard Faculty Club

Cocktail Reception and Welcome Dinner at the Harvard Faculty Club

If your plans permit, please join the COACHE team and partners at the Harvard Faculty Club for a cocktail reception and welcome dinner. [Please RSVP to this event using the registration form by Wednesday, July 19th.](#)



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Day 2 - Friday, August 4

9:00 am – 9:30 am

Light Breakfast

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

Report Tech Support: Partners who completed the survey launch in February 2023 are expected to download and bring all report documents to the workshop. Should you need technical support for accessing or opening your report, our team can assist you during this time.

Workshop Overview: Road map to the day.

9:30 am – 10:30 am

COACHE Partner Goals: Outstanding COACHE Websites

Overview of best practices for disseminating COACHE results and engaging with stakeholders. We will examine various COACHE Websites and how they structure report transparency with their survey stakeholders.

10:30 am – 12:00 pm

Pair & Share – Communication & Engagement Plan

This session will allow partner teams to present their engagement and communication plans, started on the previous workshop day, to the entire group. COACHE will provide prompts for the session.

12:30 pm – 1:30 pm

Lunch break (on your own)

Attendees are encouraged to enjoy lunch in Harvard Square.

1:30 pm - 3:00 pm

Guest Speakers TBD

3:00 pm – 3:15 pm

Break!

3:15 pm – 4:00 pm

Guest Speaker TBD

4:00 pm – 4:30 pm

Wrap-up, Debrief, and Parking Lot

COACHE team remarks and end-of-event wrap up.

6/11/2023