



collaborative on academic  
careers in higher education

# 2024 Strategy Workshop Agenda

Thursday, August 8<sup>th</sup>, 9:00 am – 4:30 pm. & Friday, August 9<sup>th</sup>, 9:00 am – 4:30 pm.  
Harvard Graduate School of Education, 13 Appian Way, Cambridge, MA 02138

## Day 1 - Thursday, August 8, Gutman Library GCC4

**9:00 am – 9:45 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 2024 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.

**Welcome Remarks & Workshop Overview:** COACHE staff intro and road map to the day.

**9:45 am – 10:45 am**

**COACHE Faculty Job Satisfaction Survey: Basic to Advance**

**Partners who will launch the survey in February 2025:** *Dr. Jeannie Kim and Ms. Shabreena Danz Lopez (Gutman Library Rm. 440)*

- Survey Administration Timeline + Q&A
- Intro to COACHE Team Building

**Partners who launched survey in February 2024:** *Dr. Todd Benson (Gutman Library GCC4)*

- Unpacking Your Report: Overview
- Report Analysis and Interpretation

**10:45 am – 11:00 am**

Break!

All COACHE partners are to reconvene in the main room, Gutman GCC4.

**11:00 am – 11:15 am**

“Categories” Ice Breaker!

**11:15 am – 12:30 pm**

**Communications Planning Activities- Day 1**

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

**12:30 pm – 2:00 pm**

Lunch break (on your own)

Attendees are encouraged to enjoy lunch in Harvard Square.

**Guest Speaker Presentations**

**2:00 pm – 2:30 pm**

#1 Guest Speaker TBD

**2:30 pm – 3:00 pm**



collaborative on academic  
careers in higher education

#2 Guest Speaker TBD

**3:00pm – 3:15 pm**

Break!

**3:15 pm – 3:45 pm**

#3 Guest Speaker TBD

**3:45 pm – 4:15 pm**

#4 Guest Speaker TBD

**4:15 pm – 4:30 pm**

Debrief and Parking Lot- general prompts

**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.

## Day 2 - Friday, August 9, Gutman Library GCC4

**9:00 am – 9:45 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 2024 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.



collaborative on academic  
careers in higher education

**9:45 am – 10:45 am**

[COACHE Faculty Job Satisfaction Survey: Basic to Advance](#)

**Partners who will launch the survey in February 2025:** *Dr. Jeannie Kim and Ms. Shabreena Danz Lopez (Gutman Library Rm. 440)*

- Population File Deep Dive: Avoiding the Pitfalls of Data Gathering
- Custom Questions + Passthrough Variables
- Data Options (why to receive or not unit level data)

**Partners who launched survey in February 2024:** *Dr. Todd Benson (Gutman Library GCC4)*

- Creative Use of Data
- Next Steps: Communicating Received Data

**10:45 am – 11:00 am**

[Break!](#)

All COACHE partners are to reconvene in the main room, Gutman GCC4.

**11:00 am – 12:30 pm**

[Communication Planning Activities- Day 2](#)

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

**12:30 pm – 1:30 pm**

[Lunch break \(on your own\)](#)

Attendees are encouraged to enjoy lunch in Harvard Square.

[Guest Speaker Presentations](#)

**1:30 pm - 2:45 pm**

#5 Guest Speaker/Activity TBD

**2:45 pm – 3:00 pm**

[Break!](#)

**3:00 pm – 4:00 pm**

**Cannoli and Case Studies**

In this final session, partners will be treated to Mike's Fresh Pastry cannoli for an afternoon sugar fix and participate in engaging and interactive case studies to close the day.

**4:00 pm – 4:30 pm**

[Wrap-up, Debrief, and Parking Lot](#)

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