

York College Strategic Planning 2020-25

Guidelines to Facilitate a Planning Focus Group

Key messages to convey:

- York College's 2010-20 strategic plan is coming to a close. The College has embarked on the development of a next 5-year strategic plan (2020-25).
- A Strategic Planning Committee has been created to guide the process. Committee members all agree: hearing from diverse campus perspectives should drive planning at the outset. Especially since planning drives resource allocation, which affects us all.
- The Committee is creating a number of ways to participate in person and electronically – interactive campus forums, surveys, a website where students, faculty and staff can post comments to name the top examples.
- They've also invited anyone on campus who feels additional perspectives are needed to facilitate focus groups. [If you'd like to facilitate one yourself write to yorkstrategic@york.cuny.edu for more information.]
- I felt today's group needed to come together and share its unique perspective because (share your reason).
- This is a confidential space – I'll take notes and share themes but with no individual attribution.
- Thank you for joining in! And if you feel you've got more you'd like to say after we're done, complete the survey (it's coming).
- Any questions about the process you can direct to yorkstrategic@york.cuny.edu
- Thank everyone for participating.

Questions to ask:

1. What top accomplishments did YC achieve with the last plan (2010-20)?
2. What do you think are YC's current strengths and challenges? (For example: what facilitates or gets in the way of student success, faculty/staff/administrator excellence, and strong programs/operations?)
3. Given this, what top 5 major activities should YC prioritize for the next 5 years?

Guidelines for notetaking:

- Gather themes in constructive ways (e.g., if comments are negative aggregate as much as possible in actionable ways that address challenges/solve problems)
- No individual attribution (no calling out individuals by name/title)
- Your notes will be posted – your version will go to the Committee, public notes will be reviewed by our Strategic Planning Consultant before posting (to make sure language is constructive, non-attributed)

General guidelines for facilitation:

- Set an interactive and positive tone – if comments are negative, help identify what can be done
- Serve as neutral convenor
- Remind them their comments are confidential – if they want to share individually/anonymously fill out the survey.
- Reminder groups notes from all focus groups/forums will be posted on the YC SP webpage and to go to the Committee – for consideration as the Committee pulls together the initial plan framework

Deadlines for all focus group notes to be completed: Tuesday April 30! Send notes to yorkstrategic@york.cuny.edu