

Notes: Outreach Subgroup, Ad hoc Meetings

Exploratory School Discussion Workgroup

April 11, 2023, 2-4pm via Zoom; April 12, 2023, 11:30am-12pm via Zoom

Attendees: Mitch Cruzan, Shannon Heuberger (facilitator), Amy Larson, Max Nielsen-Pincus, Clare Quinn (logistics), Leah Tuor, Becca Wilson-Ounekeo

Meeting Goal:

Complete and refine the work plan for outreach over the next two weeks to faculty, students, staff, and employers.

Reference: Apr. 7th meeting notes, online at <https://www.pdx.edu/liberal-arts-sciences/sites/g/files/znlchr1936/files/2023-04/Notes%20-%204-7-23%20Workgroup%20Meeting%20%232.pdf>

Meeting Discussion:

Faculty Outreach:

- Faculty are being emailed by their chairs with seven questions. The faculty questions can be viewed on the Anonymous Google Form here (<https://forms.gle/x7Pt78YEt51mBBi1>), after selecting “PSU Faculty” for question 1.
- On Apr 7, the workgroup discussed having each department convene their faculty to discuss the questions in-person. However, we learned that this is not feasible for all departments, and some departments have recently held similar discussions and already relayed feedback to the workgroup. Therefore, the subgroup decided to focus on the faculty options of: 1) responding to the questions via email or the Google Form, or 2) requesting a 1:1 meeting.

Staff Outreach:

- The staff representatives on the workgroup will be hosting a lunch for staff across the six departments/programs. They are sending a Doodle Poll to check availability for next week.
- Staff are being asked six questions that differ from the faculty questions. The questions will be sent by Leah along with the Doodle Poll. The faculty questions can be viewed on the Anonymous Google Form here (<https://forms.gle/x7Pt78YEt51mBBi1>), after selecting “PSU Staff” for question 1.
- Staff can respond to the questions via 1) email or the Google Form, 2) requesting a 1:1 meeting, or 3) sharing their feedback at the staff lunch.

PSU Student Outreach:

- The subgroup finalized a student survey with a combination of open-ended questions and ranking questions, to learn about student experiences, expectations and needs.
- CLAS is providing a student list, and Max will distribute the Qualtrics survey via email. Raffle prizes are offered as an incentive.

PCC Pre-Transfer Student Outreach:

- The six chairs are contributing to a list of PCC administrator/faculty contacts. Leah will email the contacts, asking them to distribute two survey questions to the students regarding the resources/actions/activities/etc needed to succeed.

Employer Outreach:

- Each chair will email three employer contacts, asking about 1) skill sets that are most needed, 2) anticipated changes in the needed skill sets over the next 5-10 years, and 3) how best to partner with the workforce.