

Introduction

At this time in our school term, we have no problems related to our HPOG program that could be solved with two round table meetings. However, we see the use of the round tables as critical in determining the successes and challenges encountered during the last five years. Our plan is to engage faculty and staff to gather their thoughts and observations as we prepare the college's next HPOG proposal. This requires some steps before the round tables.

Prior to HPOG World Café

- Initiating Process Group – Defines and authorizes the project.
 - Gather data
 - Compile HPOG program effectiveness data.
 - Research labor market demand for the next 5-10 years
- Meet with College Leadership.
 - Share HPOG data
 - Share LMI information
 - Are willing to support another Allied Health Grant?
 - What allied health programs they are willing to continue?
 - Additional allied health programs to consider?

Once the college leadership has agreed to pursue the next round of HPOG funding, planning for the roundtables begins.

To maximize faculty attendance, we must be sensitive to their time constraints. All allied health programs have no more than 2 full-time faculty, one of whom is the program coordinator. Classes are held morning through evening. To engage staff in meetings is a huge challenge.

We chose our first meeting to be the week after exams, but before holiday break. The second meeting will be held the week we return from holiday break before classes begin.

Planning Process Group – Defines and refines objectives, and plans the course of action required to attain the objectives and scope that the project was undertaken to address

HPOG World Café Meeting 1 – December 2014

Purpose – Plan for next round of HPOG funding

- Share program effectiveness data
- Share LMI information
- Groups will be a mix of faculty and staff.
- Groups will share lessons learned in the last 5 years.
- Groups will determine which program supports to continue or add
- Information gathered at the meeting will be emailed before holiday break

HPOG World Café Meeting 2 – January 2015

Purpose – determine communication plan during the proposal process

- Short Review of Meeting 1
- Groups will determine
- What information faculty will like and methods of communication between HPOG staff and faculty that is helpful and how the communication should be delivered.
- Communication elements to consider
 - Information to be communicated (language, format, etc.)
 - Reason for distribution of information
 - Time frame and frequency for the distribution
 - Person responsible for communicating the information
 - Person responsible for authorizing the release of information
 - Recipients of the information
 - Methods and technologies for dissemination
 - Communication constraints
 - Glossary of common terminology
 - Methods for updating and refining the communication management plan as the project progresses
 - Resources allocated for communication activities including time and budget
- Group will determine the best time to meet in March
- Results from meeting will be distributed within one week

HPOG World Café Meeting 3 – March 2015

Purpose – review enhancements to communication between faculty and staff

- What works?
- What doesn't work?
- Determine solutions.
- Clarify new process/procedure
- Results from meeting will be distributed within one week

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