SUMMARY: Prioritization Retreat 2015

Friday, March 27, 2015
8:30 am – 5:00 pm
SSB-414

IN ATTENDANCE:
- Bob Sprague
- Phyllis Braxter
- Rebecca Tillberg
- Holly Bailey-Hofmann
- Alice Taylor
- Lisa Kamibayashi
- Jason Coleman
- Dionne Morrissette
- Agyeman Boateng

SUMMARY:
Introduction
R. Tillberg opened the retreat with introductory comments. She noted that the process this year is distinguished from previous years in three primary ways. First, because of the requirements surrounding the instructional support block grant monies for the current year, this year’s prioritization retreat will focus on resource requests having to do with Computers, Software, Technology, Equipment, or Books. Second, in previous years participants used the principles of prioritization to select a subset of the most eligible out of all resource requests under consideration upon which to apply the rubric more precisely either individually or in small groups. This year, the rubric will be explicitly applied to all of the technology, equipment or books requests. Third, participants in the retreat have been limited to individuals who reviewed the process either the February 4th PIE meeting, or the pre-prioritization meeting on February 23rd.

Norming
A. Taylor led the group in a norming exercise. Five resource requests were chosen for the group to rate together for the purpose of discussing each item in the rubric and to arrive at generally agreed upon rationale for choosing among the points on the rating scale for each rubric item.

B. Sprague expressed the concern shared by some others that the amount of time left in the day may not be enough to complete the day’s task. The group then continued in an abbreviated fashion to review and discuss rating rationale for the remaining rubric items.

Rating
The group decided to proceed working through lunch, with each individual rating the remaining items on their own. Some worked using pencil and paper, others filled out the rating sheet electronically. The rating sheets were submitted to A. Taylor, and A. Boateng.

Post-Retreat
After the retreat, A. Taylor and A. Boateng entered the data from the paper rating sheets to electronic spreadsheets which and tallied all of the ratings. The resource requests were ranked by median rating score, then secondarily by mean rating score to determine the order among requests with the same median rating. This ranked list was presented to the PIE Committee the following Wednesday, March 4, and approved for recommendation to College Council.