**AES Program Reflection Process - Unit Support Plan**

Document Resources

* Guiding Questions and Prompts for Team Members’ Individual Assessment
* Facilitation guide (for team member leading discussion and brainstorming)
* SWOT Analysis Guidance document
* Guidance document for seeking external guidance
* MOCHA Framework document

Video Resources

* [Overview of AES PR Process](https://hostos-cuny-edu.zoom.us/rec/play/UVliEHHaPmd-T9BTu8v0xGY9ZqZTe7T9Q4V3SXxt27pn4Y26sEoFCTQmIcD-MnO1cjBW08CSa2Ga-KmV.4AjY6599A74y_MxI)

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Support Structure

Throughout the AES Program Reflection Process, units undergoing the process will be supported by several entities through the Fall semester that they’re engaged in the process. Below is a summary of some of the ways each entity may support AES units throughout the process:

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| **Entity** | **Role** |
| *OIERA* | * Develop and communicate resources to support the AES PR process
* Provide training and support to unit, department, or program leadership undergoing AES PR
* Provide data guidance and support, as needed
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| *AES Assessment Committee (AESAC)* | * Provide AES PR consultation to units as needed
* Collaborate with OIERA in offering AES PR workshops and resources
* Collectively problem solve any barriers to the process and develop solutions to improve the process for AES units
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| *AES Unit Cohort*  | * Collectively brainstorm potential approach to the AES PR process
* Share drafts, examples, and ideas with each other to help each other strengthen their AES PR Process
* Act as an additional resource to call upon and share challenges and successes with each other, thereby creating community
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Cohort Model

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Support Component** | **Pre-Work** | **Focus of Meeting** | **Outcome of Meeting** | **When** |
| Review of information & Reflection | * Watch overview of AES PR process
* Review Guiding Questions and Prompts document
* Complete the first section of the template document
	+ Compile proposed list of Data and information sources for unit to review
 | * Finetuning list of data and information sources for units to reflect on
* Guidance and strategy for facilitating team discussions
 | AES Unit Leader(s) will:* Have a finalized list of data and information and that they and their teams will review and reflect on
* Have completed the first part of the AES PR Template document
* Feel comfortable in their approach for facilitating the team discussion(s)
 | September |
| Development of AES PR Template and Seeking External Feedback | * Review notes from team discussion(s)
* Complete draft of 2nd part AES PR Template
 | * Debrief team discussions process
* Share examples of activities to continue, discontinue, or introduce and discuss how the team discussion led to that
* Guidance and strategy for seeking external feedback
 | AES Unit Leader(s) will:* Unpack what worked or didn’t with team discussions to be able to use that information moving forward
* Finalize 2nd part of their template by collectively pressure-testing preliminary decisions
* Have a plan for seeking external feedback
 | October |
| “Finalizing” of AES PR Template | * Review notes from external feedback
* Review notes from discussion with divisional leader
 | * Debrief external feedback conversation and discussion with divisional VP
* Share outcomes of conversations (in terms of any adjustments to preliminary draft plan)
* Discuss prioritization and alignment with college priorities
 | AES Unit Leader(s) will:* Unpack what worked or didn’t with discussions and walk away with lessons learned for the future
* Be able to finalize AES PR Template document
* Know where and when the finalized document should be housed
 | November/December |
| Implementation and Management | * Review MOCHA framework document
* Review current AY Annual Report Template
 | * Discuss strategies for using the AES PR Template, and the results of current year activities in annual report template, to inform next year’s annual report template
* Discuss strategies for ensuring success of proposed future activities, including managing process through clear role responsibility (MOCHA)
* Celebration of learning
 | AES Unit Leader(s) will:* Have a strategy for completing the following year’s annual reporting template
* Have some ideas and potential strategies for aiding the success of proposed activities
 | December |