



Advisory Board Meeting Retreat

February 7, 2024

8:30am – 4:00 pm

Doug Park Conference Room at Idaho Workforce Development Council Offices

8:30-8:45 Welcome and Introductions – Jennifer Jackson, Board Chair

Passion Activity – What connects us personally to the work of the STEM Action Center – All

- Review of Agenda – Jennifer Jackson, Board Chair
 - Capture a list of desired outcomes for the day - Caty Solace facilitates for the Board (flip chart activity)

8:45-9:05 Strategic Planning Review

- Brief review of the strategic planning work that has been done to date – Caty Solace (presentation)

**9:05-9:45 Where we are at, what we have done, and what's already in the works:
A look at the strategy and goals for the last year**

- STEM Action Center in the last year - Caty Solace and Katie Bosch-Wilson (presentation)
 - Re-alignment with legislation
 - Internalization and quality improvement for existing programs
 - Opportunities and challenges
 - Measurements – how we are defining success
 - Looking forward
- Board discussion, feedback, questions, advice (flip chart activity)

9:45-10:00 Break

10:00-12:00 Aligning our work with intended purpose of STEM AC, its legislation, and the Board

- Framing: Original board members share the origin story of the STEM Action Center
- Activity: Looking through the lens of the legislation – Caty Solace facilitates for all
 - Analysis: STEM Action Center's work and its legislation (charts with legislation around the room)
 - What are we doing? Is it the best way to accomplish the purpose? What would be the best way to accomplish the purpose?
 - Assess the room: What are the strengths? What are the gaps?
 - How do we best fill the gaps with the resources we have available?

- What future resources might be needed?
- What are next steps/action items that the Idaho STEM Action Center can and should take to eliminate the identified gaps in the next year? (flip chart activity)

12:00-12:15 - Break

12:15-1:30 Working Lunch – Revisiting STEM AC’s Goals

- Workshopping the STEM AC’s Goals – Caty Solace facilitates for all (slides to be live-edited)

Goal #1: Increase awareness of the importance of STEM+CS education and employment pathways

Goal #2: Increase pursuit of STEM pathways across Idaho

Goal #3: Align STEM+CS education with workforce needs

1:30-2:30 – Planning session for the Statewide STEM Education Plan – Caty Solace facilitates for board

- What has happened to date? (presentation)
- How does this work fold into the strategic plan for the Idaho STEM Action Center? (discussion)
- Why is it important to the state of Idaho? (flip chart activity)
- Are there elements from the very beginning that are so valuable that they need to be included from the start? (flip chart activity)
- Who needs to be at the table to create and adopt a plan that works for Idaho? (flip chart activity)
- What would a successful planning period look like? What are the milestones that will illustrate success? (flip chart activity)

2:30 – 2:45 Break

1:45 – 2:15 Setting expectations for the coming year – Facilitated by Caty Solace

- Take a look at a potential structure and process for setting strategic roles and responsibilities for the Advisory Board - example from Workforce Development Council (document on screen)
 - Is this a good structure for the STEM Action Center Advisory Board to do this work? (discussion)
 - What are next steps in this process? (discussion)

3:00-3:45 Priorities and Benchmarks – Facilitated by Caty Solace

- What are the items the board sees as priorities and benchmarks for success in the next 3, 6, 12 months?
- What are the items the board sees as priorities and benchmarks for success in the next 5 years, 10 years? (record as list)

3:45-4:00 Closing – Jennifer Jackson