Building a Better NOC - BLDG Workshop Agenda

Topic: How to make residence halls more appealing, fun and livable?
Workshop for student input
Tonkawa - December 1, 2021, 3:00-3:55

Strategic Goals:
1. Student Quality of Life
2. Recruitment/Retention/Graduation
3. Employee Quality of Life and Professional Development
4. Increased Revenue Streams

3:00  Provide background information on the topic and explain ground rules on the workshop.
• Ground rules
  • Workshops start on time, and stay on schedule of agenda.
  • Be positive, solution-based.
  • Give everyone an opportunity to participate. Don’t dominate a topic.
  • Don’t make it personal. Don’t identify people in your concerns.
  • Employees will mainly listen. Unless providing information.
  • Notes will be kept of the meeting.

3:10  Identify issues to address:
• Use Post-it notes to identify individual issues.
• Participants group into similar issues. Try to limit to 4 or 5 if possible.
• Group similar issues on separate flip charts.
• Facilitator summarize activity.

3:25  Brainstorm solutions:
• Divide the participants among the flip charts.
• Give 2 minutes for each group to write possible solutions on each flip chart.
• Rotate to each flip chart. Read and add your groups ideas.
• Facilitator summarize activity.

3:35  Prioritize and categorize:
• Prioritize the issues with colored dots.
  • Green your high priority
  • Yellow medium priority
  • Red third priority
• Categorize solutions by expected cost of the solution/idea.
  • Groups estimate the cost to implement the ideas.
• Facilitator summarize activity.

3:50  Facilitator summarize the workshop and explain next steps.

3:55  Adjourn the workshop.