

Engineering College Council

Open Space Forum and Breakout Groups

Schedule:

9:15-10:15 a.m.	Open Space Forum
10:15-10:30 a.m.	Break
10:30-11:30 p.m.	Department Focus Groups
12:15-1:00 p.m.	Continue discussion with Chairs/Directors at lunch
3:00-4:00 p.m.	Breakout group presentations – Each group has a total of 15 minutes for the presentation and discussion

Open Space Forum

Premise of Open Space Forums:

The most valuable time spent at meetings, workshops, and conferences is often during the coffee and lunch breaks. People are better at raising and discussing critical issues in an unstructured environment with free participation.

Theme for Open Space Forum:

Identify the most common challenges and opportunities (truths and trends) and potential strategies to surmount the challenges and leverage the most promising opportunities.

Department Groups

Group 1

- Biological and Environmental Engineering
- Civil and Environmental Engineering
- Earth and Atmospheric Science

Group 2

- Biomedical Engineering
- Mechanical and Aerospace Engineering
- Theoretical and Applied Mechanics

Group 3

- Computer Science
- Electrical and Computer Engineering
- Operations Research and Information Engineering

Group 4

- Applied and Engineering Physics
- Chemical and Biomolecular Engineering
- Materials Science and Engineering

Set Up:

- There are 4 clusters of 3 department posters in the room.
- Next to each poster cluster is a flip chart entitled “Challenges and Opportunities” and markers. There is also a roll of masking tape available so that multiple pages can be posted on the wall.

Goals:

1. Every priority challenge and opportunity of concern to the group will be identified.
2. All issues identified will be ranked in priority order.
3. The most important issues will be discussed and strategies to address them identified.
4. There will be a written record to share with everyone.

Background Information:

1. The Department Summary sheets.
2. The Department Posters.
3. The College of Engineering and Department Strategic Plans.

The Invitation:

We invite you to engage in an open space discussion for the next hour to help our departments identify and address their challenges and opportunities. We have done well, but must do better to serve ourselves, our university, and our constituents. Your engagement in discussion about these issues and opportunities will help us focus our strategies and actions and realize our untapped potential.

The posters on the wall and the flip charts next to them are your agenda. Your role is to fill the flip charts with discussion topics and points, about which you feel strongly, related to the theme. We hope that the outcome will go beyond suggestions, recommendations, and past expectations and result in a framework for action. You will have one hour for the Open Space Forum. We encourage you to put all of your ideas on the table. There are no sacred cows and nothing that can't be discussed. The only rules are:

1. Whoever ends up in the discussion are the right people. There is no facilitator and everyone can participate. Visit each cluster of department posters and contribute to the discussion if you can add expertise.
2. The Law of Two Feet - If you are not learning from, or contributing to, the discussion, move to another group. Moving between the groups can "cross-fertilize" ideas and enhance another group's discussion.
3. When you are discussing an important issue, post it on the flip chart. There is no limit on the number of issues that can be posted.
4. The issues posted will become the basis of discussion by the breakout groups.
5. At the end of the hour, we will give you five minutes to sign up for a breakout group focused on the issues posted on one of the flip charts.

Breakout Groups

Breakout Groups: Group1: BEE, CEE, EAS Group 3: CS, ECE, ORIE
 Group 2: BME, MAE, TAM Group 4: AEP, CBE, MSE

Each breakout group has been assigned a room and will need to appoint a Facilitator and a Reporter/Presenter. The Reporter/Presenter must be available to present the breakout group findings to the ECC and the Directors and Chairs from 3:00-4:00 p.m.

Member Facilitator Role: Lead the group and ensure that:

1. A Reporter/Presenter is appointed.
2. The group discusses the issues and questions on the flip chart, prioritizes them, and makes recommendations for strategies to surmount the salient challenges and leverage the most promising opportunities.
3. All members of the group have an opportunity to engage in the discussion.
4. The discussion ends at 12:00 Noon.

Reporter/Presenter Role: Capture the highlights of the breakout group discussion and present the main points and recommendations made by the group:

1. Take notes of the salient points and recommendations made.
2. Record talking points on a flip chart or an overhead slide.
3. Using the flip chart or overhead slide, present to the full ECC the priority issues and recommended strategies identified during the breakout discussion (Presentation will be limited to 15 minutes).
4. Lead the discussion after the presentation.
5. Ensure that the presentation and discussion is limited to 7 minutes.
6. Provide a written record to the College of all priority issues and recommendations from the discussion.

Breakout Group Locations:

<u>Group</u>	<u>Room</u>
Group 1: BEE, CEE, EAS	ILR 325
Group 2: BME, MAE, TAM	ILR 423
Group 3: CS, ECE, ORIE	ILR 425
Group 4: AEP, CBE, MSE	ILR 429