

**STEM Event Schedule 5.24.11 9 am - 3 pm  
Rancho El Chorro Auditorium**

<b>Start</b>	<b>Length</b>	<b>Whose up front</b>	<b>Activity</b>	<b>Logistics</b>	<b>SUPPLIES/MATERIALS</b>
7:00	60		Room set-up (Derrick Lavoie)  <u>Stage Right:</u> Lectern Easel GRR Robot with Mars Rover Wheels  <u>Stage Left:</u> Display table  Patti: will bring external speakers and handle AV and IT at the event.  Pat Renshaw will handle the wireless mic	<ul style="list-style-type: none"> <li>● Microphone check</li> <li>● Laptop projector check: CNN DVD</li> <li>● Set up and test projector &amp; screen – extension cords and safety tape</li> <li>● Reserve signs for table spots for planning team, Gen. Helms entourage, Chris Roe, other guests?</li> <li>● Reserved Table A Susan Helms, Warren Baker, Chris Roe, Edmund Burke, Steve Kliewer, Anne Marie Bergen, Julian Crocker (not there until noon), John Keller, Robin Reil (to be direct assistant for the table to cover any logistical needs).</li> <li>● Reserved Table B Lois Capps' Rep, Sam Blakeslee Rep, Katcho Rep, Derrick Lavoie, Dennis Young, Walt Reil, Julie Reil</li> <li>● Reserved Table C Atascadero Robotics team &amp; mentors</li> </ul>	<ul style="list-style-type: none"> <li>● Hang banner &amp; posters</li> <li>● Outside directional signs</li> <li>● Set up easels &amp; flip charts (chart paper rolled up if they don't have an easel)</li> <li>● Award Globes, trophy, and plaque on display table near podium</li> <li>● Put on tables:               <ul style="list-style-type: none"> <li>● Tent card with numbers</li> <li>● Place names</li> <li>● Pens and paper</li> <li>● Stickies &amp; chart pens</li> <li>● Blue tape</li> <li>● Feedback forms</li> </ul> </li> </ul>
7:00	60		Food set-up		Beverages, Cups, plates, utensils Food
8:00	60		Registration, coffee, snacks, video	<ul style="list-style-type: none"> <li>● Sign in and confirm or add data</li> <li>● Badges are out in alphabetical order</li> <li>● Give them               <ul style="list-style-type: none"> <li>○ Badge</li> <li>○ Program</li> <li>○ List of attendees</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Name badges with colored dots</li> <li>● Extra blank badges, fat marker pens &amp; colored dots for unexpected arrivals</li> <li>● Pre-printed nametags with colored dots on them</li> <li>● (3) copies of attendee roster to confirm or capture their correct data.</li> <li>● DVD of CNN program</li> </ul>
9:00	10	Steve	<b>WELCOMING &amp; OPENING REMARKS</b> <ul style="list-style-type: none"> <li>● Introduce: Planning committee and Collaboration Soup</li> <li>● Celeste Royer – Director of the Rancho El Chorro Outdoor School .</li> </ul>		<ul style="list-style-type: none"> <li>● Planning team stand and be acknowledged</li> <li>● Collaboration Soup stand up and be acknowledged</li> </ul>
			<b>What Are We Doing Now?</b>		
9:10	10	John	<ul style="list-style-type: none"> <li>● Inventory results</li> </ul>	Slides	
9:20	30	John	<ul style="list-style-type: none"> <li>● <b>Pop-up/Spotlight:</b> Current STEM activities :30 seconds per person!</li> </ul>	Assistant will type up comments for overhead display and inclusion in Proceedings. <i>Delia recommends NOT projecting onto screen--too distracting.</i>	People line up at microphone

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9:50	10	John	<ul style="list-style-type: none"> <li>● <b>Reflections:</b> Chris Roe</li> </ul>		
10:00	30	Edmund	<b>Keynote:</b> Lt. General <i>SUSAN HELMS</i>	Reserve designated places for her and her entourage to sit.	Globe
10:30	15	Walt	Atascadero HS robotics team presentations		Trophy MP4 or FLV video
		Steve? or Delia	Explain how to change tables to mix up colors on badges		
10:45	15		BREAK		
			<b>What Do We Want to Do?</b>		
11:00	45	<i>Delia</i>	<p><b>Vision of Success</b> * Explain what will happen the rest of the day &amp; beyond.</p> <p><i>"What do we want to see/have in place in 2-5 years that is helping all central coast students be enthusiastically inspired and engaged in STEM fields?"</i></p> <p>That's our vision, not to define the how to, the steps...</p>	Slide of question stays on screen. We'll need people to help move stickies around with Delia at the wall if no attendees jump in.. Someone to write the titles.	<ul style="list-style-type: none"> <li>● Individual paper and pens.</li> <li>● Large Stickies</li> <li>● Fat chart pens-a couple of different colors</li> <li>● Stickies with borders drawn to use for column titles</li> </ul>
11:45	15		<p>Delia explain break-out group directions before they go get their lunch</p> <p>Get lunch</p> <p>Look on screen for actual topics and table numbers. Delia and Paula will be wandering--raise hand if you have a question.</p>	<p>Planning team huddle to edit draft list of topics. Project revised topics &amp; table #'s on screen. Also write topics &amp; table numbers on an easel in front so if people want to trade groups they know who is where. . . . Planning group also will know what topic is where.</p>	<p>Have a sample large chart up front.</p> <p>Tape each column of stickies together along the side so each breakout group can take that column to their table for reference.</p>
			<b>How Do We Get There?</b>		
12:00	70	Delia	<p><b>BREAKOUT GROUPS</b> Breakout question: <i>"What will it take to bring that vision about?"</i></p>	<p>Instructions projected while Delia explains. Wall chart format projected while Delia explains. Slide of question stays on screen.</p> <p><b><u>EACH PLANNING TEAM MEMBER SHOULD BE IN A DIFFERENT GROUP -- LET OTHERS BE FACILITATOR, RECORDER OR COMMUNICATOR.</u></b></p>	Two copies of directions and format for wall chart at each table.
1:10	15		Break		
			<b>What's Next?</b>		
1:25	10	Brad Schultz	Dr. Julian Crocker		
1:35	25	Delia	<p><b>GROUPS SHOWCASE WORK PRODUCT</b></p> <ol style="list-style-type: none"> <li>1. Breakout group charts have been posted on the walls by each group.</li> <li>2. Reporter gives highlight or aha or key next step (2 minutes each)</li> </ol>	May need monitors to help each group finish up.	Blue tape available.

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			3. Everyone walks around to add their ideas to other charts, and their name if interested in being notified of when that group meets.		
2:00	30	John	<b>Keynote:</b> Chris Roe		Globe
		John	Presentation to Anne Marie Bergen		Plaque
2:30	15	Delia with Steve's back-up.	<p><b>WRAP-UP CONVERSATION</b></p> <p>Confirm next steps for the Collaborative, responding to what has occurred today and has already been discussed, plus . .</p> <ol style="list-style-type: none"> <li>1. There is an organizing meeting-Steve will tell you more in a few minutes.</li> <li>2. <i>Who will help with accumulating today's data?</i></li> <li>3. <i>Who wants to plan and facilitate June 15?</i></li> <li>4. Build on the possibilities Chris Roe stimulates.</li> </ol>	<p>Closing questions projected onto screen</p> <p>Is Julie going to supervise the summary document coming together?</p>	
2:45	15	Delia, then Steve	<p><b>CLOSE</b></p> <p><b>DELIA</b> Closing questions to share with a partner:</p> <ol style="list-style-type: none"> <li>1. What was the value of you being here today?</li> <li>2. How will your involvement in STEM Education change because of being here today?</li> </ol> <p><b>STEVE</b></p> <ol style="list-style-type: none"> <li>1. Thank people for participation</li> <li>2. Thank sponsors.</li> <li>3. Thank Planning Team</li> <li>4. Extend 6/15 invitation for debrief/structure conversation to digest, integrate and discuss next plans.</li> <li>5. Data will be on the endeavourinstitute website</li> </ol>	<p>Post on screen the date, time &amp; location of Wednesday, June 15, 6pm PG&amp;E Center 6588 Ontario Road San Luis Obispo, CA 93405</p> <p>Post who to call to give additional info, add people to the email distribution or ask questions?? Endeavour website and phone number?</p> <p><u>Sponsors:</u> Endeavour Insitute SLOCoE San Luis Obispo County Office of Education CESaME Center for Excellence in Science and Math Education Dennis Eamon Young Photography and Discovery Insitute Pacific Gas &amp; Electric Company</p>	<p><a href="mailto:Walter.Reil@hotmail.com">Walter.Reil@hotmail.com</a></p> <p><a href="http://EndeavourInstitute.org">http://EndeavourInstitute.org</a> <a href="mailto:Director@EndeavourInstitute.org">Director@EndeavourInstitute.org</a> 805-801-2245</p>
3:00			END - volunteers clean up room		Overhead slide with contact information

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**KEY QUESTIONS:**

**VISION OR OUR ELEMENTS OF SUCCESS**

What do we want to see or have in place in 2-5 years that is helping all central coast students be enthusiastically inspired and engaged in stem fields.

**CLOSING QUESTION:**

What are you willing to do to support STEM education? Next steps?

**BREAKOUT GROUP question:**

What will it take to bring that vision about?

**Possible Breakout topics: USE TOPICS IN PROGRAM**

1. Structure of new Central Coast Collaborative for STEM Education
2. Teacher support
3. Funding
4. Business involvement
5. Events
6. Research of best practices
7. Data gathering: what is currently being done, what are the needs, interests, etc.?
8. Communications/Clearinghouse/calendar

**BREAKOUT GROUP DIRECTIONS**

***PURPOSES***

1. Make connections

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2. Begin identifying what can be done

***TASKS***

- A. Introduce self and why this topic is important to you
- B. Align on outcome or possibility statement
- C. List some ideas to accomplish this
- D. List suggested next actions

***ROLES***

Facilitator

Guide the group's timing to make sure EVERYONE speaks and the tasks are completed

Recorder

Write the group's work LEGIBLY onto a large flip chart paper and post when asked. See Breakout Group Report Format instructions on table.

Communicator

If asked, will tell the whole large group a brief (1 minute) highlight of this group's discussion and work product.

**BREAKOUT GROUP REPORT FORMAT**  
**Please put the following on LARGE FLIP CHART PAPER**

1. BREAKOUT GROUP TITLE:

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2. LIST WHO PARTICIPATED (Print names legibly please)
  
3. GOAL/INTENTION/POSSIBILITY STATEMENT FOR THIS TOPIC:
  
4. IDEAS AND POSSIBLE ACTIONS:
  
5. LIST RECOMMENDED NEXT STEPS, INCLUDING WHO WILL DO WHAT WHEN
  
6. IS THIS TOPIC GROUP GOING TO MEET BEFORE 6/15 PLANNING DATE? IF SO, LIST THE
  - a. Date, Time, Location:
  - b. Convener Name & Contact Information:
  
7. WHO ELSE DO YOU SUGGEST BE INVITED INTO THIS TOPIC:
  
8. WHO WILL REPRESENT THIS GROUP AT THE 6/15 PLANNING:

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*Leave room at the bottom for people walking around to add their ideas and name if they are interested in this topic*