CIE ASSESSMENT REPORT/PLAN

Event: CIE Retreat
Date: 09/09/11-09/10/11

SUMMARY OF EVENT:
The CIE annual retreat was held on Friday, September 9 from 3:30 – 9:00 p.m. and Saturday, September 10 from 10:00 a.m. to 4:00 p.m. The retreat provided the opportunity for CIE team members to interact, plan, and train in order to improve relationships and productivity.

OBJECTIVES/GOALS:

- Team-building
- Office orientation
- Skills and Leadership training
  - SMART Goals
  - Membership & Retention
  - Personal Leadership Style
- Study abroad training
  - Division of responsibilities
  - Peer Advising
  - Marketing and Promotion
  - Studio Abroad software
  - Event planning for academic year
- ISA Planning
  - Position descriptions/division of responsibilities
  - Mission/Goals/Action Steps
  - Activities
  - Co-Programming
  - Publicity

Friday, September 3rd

- Introductions & Group Activity
  - Mission of CIE, Kristy
  - Programs and Services, Kristy
  - Overview of Schedule, Mariette
  - Tonight’s activities: icebreaker, goal setting, vision and mission and responsibilities, session on motivating others (group member retention, study abroad advisee retention), pizza at Kristy’s
  - Tomorrow: ISA planning and programming for the year; Peer Advisors training on programs, how to advise, the database, etc., closing activity as a group
  - Activity: Getting to Know You Circle Game
- Goal Setting (mission, vision, purpose of goal setting, SMART goals – specific, measurable, action-oriented, realistic, timed)
- Goals & Mission Statement – in separate groups
- Study Abroad and inBUS:
  - Strategic Plan for Internationalization and Goals (how inBUS also serves goals)
  - What it is that we do
    - Marketing
    - Tables every Tuesday (schedule)
    - Visits from reps and schools
    - Classroom presentations
    - Freshman orientation
    - Study abroad 101s
    - Major-specific info sessions
    - Fairs
    - Presentations to student groups
    - International Week
    - Newsletter
    - Postering
    - Email marketing campaigns
    - Facebook
Study abroad website (Studio Abroad)

- Advising
- Pre-Departure Orientation and Welcome Back Events
- International Events and support to ISSS
- inBUS
  - Overview of Peer Advisor and inBUS Responsibilities
  - Division of Responsibilities and Schedules
  - Division of responsibilities
  - Tasks:
    - Alice every day: files, resource library
    - Freddie every day: Peer Adv email, inBUS planning
    - Laura: events planning
    - Alisa: fair, student orgs
    - Andrew: website and posters
    - All: confirm appointments, meet with students, answer student emails, check email for special tasks from me, check table

- Student schedules
- Table schedule
- Advising schedule
- Postering
- As we go into the next training session, emphasize the importance of thinking about the work that we do, and how it motivates future study abroad participants.

 ISA:
- Discuss job descriptions so everyone is aware of his/her responsibilities
  - Student/advisor questionnaire
  - Members take a few minutes to jot down 3 problems/concerns and 1 goal they think ISA needs to address (phrased constructively, of course) this semester—they will put them in a box anonymously and we will list the issues and divide into groups to come up with proposed solutions.

- Developed Mission:
  - Promote diversity on campus
  - Enhance cultural awareness
  - Mix international with American students

- Developed Goals:
  - Part of our goals is to bring the “fun” aspect to ISA; not only be a super serious organization.
  - We want to make the country fair and banquet bigger
  - Communicate more to non-international students that ISA is NOT just for international students.
  - Improve our fundraising skills, methods.
  - We want to focus on recruitment (freshmen)

- Group Motivation and Retention (who motivates you, what is mentoring, member retention, assessing retention)
- Dinner at Kristy’s

Saturday, September 10th

- Breakfast & divide into groups for planning
- Study Abroad & inBUS:
  - Promoting Study Abroad, Study Abroad Files, StudioAbroad
    - Overview of Peer Advisor Responsibilities and Division of Responsibilities (if not covered Friday)
    - Training
      - Marketing: tables, campus visits, postering campaign, web promotion, Facebook, spotlight stories
      - Calendar of events for the year
      - Files: physical files and Studio Abroad files
    - Studio Abroad
      - Logging in
      - Searching for students
      - Querying
      - Program admin
      - Website admin
    - Sample student accounts
      - Stages
      - Questionnaires, materials, comments, tags, emailing
• Emailing Students: peer advisor email account, when to use Studio Abroad, who to CC and when, etc.
  • Advising
    o By term
    o By program type
    o By location
    o By major
  • ISA:
    ▪ Review goals/mission from the day before & solidified
      • Recruitment
      • Fundraising
      • Publicity
      • Communication (between Eboard and members)
      • Expand (our reach to other people and organizations)
        o Co-programming and NEW activities
      • Lead by example/work together as E-board
        o Motivate members
        o Delegation, clear roles, communication
      • Member retention and engagement
      • Differentiation
      • Activities that reflect mission statement
    ▪ Developed SMART Goals with action plans and objectives under each goal
    ▪ Decided which activities ISA would hold for the year and when
      • Meetings
      • Country Fair
      • Scholarship Banquet
      • Dance Party
      • Other Activities
    ▪ Co-Programming – looked at groups with which to co-program
      o INBUS
      o Diversity groups (LASO, OLAS, MSA, Wolfpack Diversity, BSU)
      o Study Abroad
    ▪ Reviewed and Revised Publicity Checklist – Who does what?
    ▪ Constitution – we didn’t have time to go over the constitution, but will do so at a future e-board meeting.
  • Lunch
  • Personal Leadership Style (what is leadership style, how do your strengths impact your personal leadership style, more about you)
  • Structured Sharing and Evaluation
    ▪ What? So what? Now what?
  • Evaluation

EVALUATION METHODS:
Separate evaluations for (1) Study Abroad Peer Advisors and inBUS, and (2) ISA. Results compiled, reviewed and discussed by Study Abroad Advisor and International Student Services Coordinator.

RESULTS/OUTCOMES:
Study Abroad & inBUS (5/5 Evaluations Received)
1. Did you think this meeting was necessary? Why or why not?
   All three answered “yes.”
   - “Built teamwork, made us more aware of our goals, and how to prepare and move toward goals”
   - “Training and getting to know my peers is necessary to doing the job.”
   - “Setting goals, meeting the people at the office.”
   - “I didn’t know everyone that well before the retreat, and now I feel comfortable around them.”
   - “Will ensure a successful, happier hear for peer advisors international students, and other Loyola students.”

2. Did the meeting address the important issues and concerns facing ISA/inBUS/Study Abroad? Please explain.
   All three answered “yes.”
   - “We became more aware of our goals and planned out how to achieve them.”
   - “Being clear and specific with goals so that they actually happen.”
   - “Studio Abroad is a beast. I’m glad that now I can do it.”
   - “We covered topics about how to achieve goals and divide tasks.”
   - “I have a better understanding of these organizations.”
3. Do you think this meeting (and meetings like this one) will strengthen the relationships between members of ISA e-board/inBUS/Study Abroad? Why or why not?
   All three answered “yes.”
   - “We got to know our team and learn how to work and communicate together.”
   - “Now we know each others’ strengths, weaknesses, as well as personalities.”
   - “Everyone got to know each other and feel more comfortable.”
   - “The more we interact, the more we will achieve.”

4. What did you like most about this meeting?
   - “Everything!”
   - “Learning the goals and the purpose of our jobs. I also like finding out our strengths.”
   - “The games and how we got to learn more about ourselves and others.”
   - “Getting to know everyone.”
   - “Meeting everyone. Especially at dinner.”

5. What did you like least about this meeting?
   - Four said “nothing.”
   - One said “The length, but it was a necessary evil.”

6. What additional activities or topics do you think should have been covered at this meeting?
   - None.

7. Do you feel anything should have been deleted from the agenda?
   - One Peer Advisor said she wanted more information about programs.

8. Do you think this meeting will have a lasting impact on the way the ISA e-board/inBUS/Study Abroad functions the rest of the school year? Why or why not?
   All five said “yes.”
   - “It gives us direction.”
   - “It’s a great start.”
   - “Now we know the goals we are working toward.”

9. Will this meeting change the way you interact with other group members or staff or the way you participate? Why or why not?
   All three said “yes;” said they’ll be much more comfortable working with everyone now.

10. Please write any additional comments you have regarding this meeting.
    - Two peer advisors said “Thanks!”

ISA (5/7 Evaluations Received)

1. Did you think this meeting was necessary? Why or why not?
   All five answered “yes.”
   - “Because we will be able to work together well now.”
   - “Because we needed to meet all e-board members and plan for the year.”
   - “Because we learned about each other and reasons behind.”
   - “Because we needed to know what to do, how we can do what we planned and how we can work together to reach the goals we set.”
   - “Because it helped us learn more about goal setting and about how to better do all of our organization’s missions.”

2. Did the meeting address the important issues and concerns facing ISA. Please explain.
   All five answered “yes.”
   - “Definitely. We discussed purpose and differentiation (between ISA and other diversity groups) and made realistic goals.”
   - “We focused our mission and began to plan activities that reflect this mission.”
   - “Because we addressed our smart goals so now we know what we want to do and how.”
   - “The goals we wanted to achieve are now more specific and more realistic compared to last year.”
   - “We addressed communications issue, how to recruit new members and retain existing members.”

3. Do you think this meeting (and meetings like this one) will strengthen the relationships between e-board members? Why or why not?
   All five answered “yes.”
   - “Because we all got to talk and make connections that will strengthen over time.”
   - “Because we learned a lot about the other members and how they work.”
   - “Definitely. I know other orgs that don’t do this and you can tell the difference in the quality and execution of work.”
   - “Because I feel that we are now more informed of each person’s working styles.”
   - “Because we not only discussed ISA but also discussed about ourselves and we learned how to better work with each other.”
4. What did you like most about this meeting?
   - “Talking with the girls and going over our strengths. Also, generating ideas and discussing plans.”
   - “The planning.”
   - “The people. Getting to know each other and realizing we can work together well.”
   - “The strengthsquest part (leadership styles).”
   - Learning about others strengths and leadership styles. Communication is a key in any organization so it is good to learn new things about everyone.”

5. What did you like least about this meeting?
   - “Getting up early-ish (only because I’m more productive/helpful later in the day).”
   - “Fitting all in the time we had.”
   - “It sometimes got cold.”
   - “Nothing in particular...probably the what, so what, now what section.”
   - “Not so many “fun” or interactive activities.”

6. What additional activities or topics do you think should have been covered at this meeting?
   - “I don’t think we had time for any additional topics.”
   - “Probably a little more planning (but if all of us would have been here).”
   - “Better define everyone’s roles and state specific responsibilities.”

7. Do you feel anything should have been deleted from the agenda?
   - “Everything was important.”
   - “What, so what, now what.”

8. Do you think this meeting will have a lasting impact on the way the ISA e-board functions the rest of the school year? Why or why not?
   All five said “yes.”
   - “We’ll work better together. Plus I personally feel more motivated and like I’m ready to tackle my job.”
   - “We laid a solid foundation by setting attainable goals with realistic methods of achieving them.”
   - “We know what to expect.”
   - “We now have a clearer understanding of what we want and how we can get it done.”
   - “We learned about everyone’s strengths, weaknesses and leadership styles and gave us a sense of direction.”

9. Will this meeting change the way you interact with other e-board members or the way you participate in the e-board? Why or why not?
   - “I think so. I consider them friends now so it’ll be easier to open up.”
   - “Yes because now I know them better and am more comfortable.”
   - “Yes I know how to approach all.”
   - “Yes because we can now maximize each other’s strengths.”
   - “Yes as we learned their leadership styles and a bit about their working styles.”

10. Please write any additional comments you have regarding this meeting.
    - “The people absent were missed.”
    - “Love ISA!”
    - “Wow this is going to be a great year!”

**CHANGES FOR NEXT YEAR**

Co-Curricular Programs Workshops:
- Heather presented well. We would like to move to two sessions instead of three, to allow for more time for other activities, planning, and training.
- We like the topics of Personal Leadership and Goal Setting, but we may revisit the topics before the next retreat.
- Eliminate the group membership/retention session. Have the “retention” conversation separately with each group.
- Have Heather present on Goal Setting at 5:30 instead of 4:30 so that Peer Advisors and ISA have time to do the following before her presentation:
  - ISA:
    - Discuss job descriptions so everyone is aware of his/her responsibilities
    - Student/advisor questionnaire
    - Members take a few minutes to jot down 3 problems/concerns and 1 goal they think ISA needs to address (phrased constructively, of course) this year
  - Peer Advisors:
    - Overview of Peer Advisor responsibilities
    - Division of tasks
      - Use index cards on which Peer Advisor responsibilities are written. Peer Advisors encouraged to add additional goals and ideas. Index cards divided between Peer Advisors. After Goal Setting session, students will be encouraged to write on the back of each index card their specific goals regarding each activity or responsibility.
  - Heather’s sessions run longer than expected. Allow more time.
- Have Heather present on Personal Leadership Styles first thing Saturday rather than at the end or start the
day with a fun, energizing activity.

Retreat Activities
- Incorporate short, fun, interactive activities besides the opening day icebreaker to keep energy levels high
  and help e-board get to know each other
- Eliminate “What, So What, Now What” activity. Instead, have each group give detailed information on what
  they’ve been doing over the last day and a half and any planned events with day and time. Then open up a
discussion for any shared interests/event/co-programming ideas. If there aren’t any, then wrap it up with the
evaluation.

Study Abroad Training
- Peer Advisors need more program-specific information. Use Study Abroad 101 presentation as base for next
  year. Go through each program individually.
- Spend more time on providers. Create a separate presentation that highlights provider programs.
- Give students folders, notebooks, pens.

ISA
- Move publicity checklist discussion earlier so e-board members are aware of all marketing possibilities earlier
  in the retreat

Food Notes:

- 2.5 lbs of lunch meat (get 1.5 lbs next time)
- 2 loafs of bread (one wheat, one white – get only wheat next time)
- 2 pints of hummus
- carrots and celery
- La Boulangerie (get mini pastries next time)
- 6 1 liter cokes, 3 1 liter sprites
- 2 bottles of dressing (too much)
- 1 gallon orange juice
- 1 gallon ice cream
- 6 flavored sparkling waters
- 2 packs of pre sliced cheese (provolone and cheddar)
- 2 packages of brownies
- Salad ingredients (lettuce, tomatoes, lemon, parmesan)
- 1 watermelon
- 5 pizzas