



OPAS Succeed Workgroup

Agenda & Supporting Materials

#12 – July 18, 2008

Attendees: Don Kirkwood, Jill Tucker, Jo Oshiro

Meeting Objective	Good progress on nitty-gritty for "A Community Conversation -- Diversity in the CS Classroom" event
3:30	Phone in 1.866.232.8377 conference ID 3090# -- Say your name -- Meet and greet
	<ul style="list-style-type: none"> • Chris Brooks and Dick Knight agreed first priority is that Succeed meets its goals; they are willing to work around that • Chris commits Techstart minigrant funds \$500 - \$1,000 total of \$5,000 – heads up at \$5K, may be able to go as far as \$10K. • Bruce commits \$2,500 for stipends & refreshments -- budget worksheet -- xls • Eda commits workgroup. • Jo commits to looking for laptop doorprizes <ul style="list-style-type: none"> • Intel -- do not donate new or used for doorprize/raffle • IBM -- long, long lead time for very few machines • Free Geek -- linux only • Best Buy still a possibility -- need to follow up; maybe with Chris Brooks or Don Kirkwood coming along?
	<p>Planning Minutia</p> <ul style="list-style-type: none"> • What Date? Chris Brooks and Eda Davis-Lowe expressed a preference for August 18-19 • Reserve Room (Don) • Start Calling Candidate teachers (Jo? Don?)
	<p>Draft Agenda for the Day (totals 8 hours including breaks) -- need to tweak?:</p> <ul style="list-style-type: none"> • Best Practices in Diversity in the K12 Classroom (speaker Eda? 30 min incl Q&A) <ul style="list-style-type: none"> • Exemplars <ul style="list-style-type: none"> • Don Kirkwood - 45 minutes • Don Domes -- ESL engineering aide - 15 minutes • Brainstorm best practices (2 hours) <ul style="list-style-type: none"> ○ Break into groups – recorder/ facilitators (Jo, Chris) ○ Collaborate on prompts (see next agenda box) ○ What pieces do you have that Don doesn't? ○ What pieces that Don has can you use? ○ What are some unique opportunities in your location? ○ What are your particular barriers? ○ Are there other partners you should engage? ○ Strategic thinking: where is the building administrator on this? How to gain support of building administrator? ○ Develop a list of key components for existing and especially new CS programs • Box Lunch on site – (30 minutes) • Continue brainstorming (1 hours) • Report back of small groups (30 minutes) • Reflect and write – initial implementation plan – coffee break (45 minutes) <ul style="list-style-type: none"> ○ Eda's template planning documents <ul style="list-style-type: none"> • (teacher's) Plan of Action - doc - pdf • (teacher's) Strategic Implementation - doc - pdf • Share plans (45 minutes)

	<ul style="list-style-type: none"> • Fill out the Equity minigrant (1 hour) <p>Reference documents:</p> <ul style="list-style-type: none"> • OACTE Report - Don Kirkwood (Oregon Association for Career & Technical Ed) <ul style="list-style-type: none"> ○ slides - ppt - color pdf ○ ODE's "Guidelines, Scenarios and Resources for Offering Credit in Applied Academics" - pdf
	<p>Brainstorming prompts:</p> <ul style="list-style-type: none"> • (Chris) Collaborate on key points we want to cover, make workgroup points of view transparent to attendees to reduce redundancy and confusion <ul style="list-style-type: none"> ○ Which of the "Best Practices" discussed do you like the best? ○ Which do you see as "easily" do-able? ○ What are your local opportunities/resources? ○ What are particular challenges at your school? ○ What particular district or building goals can you link to? ○ What factors made you able to start and keep a CS program/class? ○ How do you recruit new students? ○ Does your current recruiting favor some certain group? Sibs of previous students? Certain math teacher's students? Band kids? Chemistry students but not physics students ... ○ ...
	<p>Other materials need to be developed/ polished?</p> <ul style="list-style-type: none"> • Minigrant application -- see pages 6 & 7 of "Propagating CS Success" - doc - pdf • Day's roster • Day's agenda • Day's resource links (OPAS White paper "Fostering STEM Diversity"? Don's OACTE report?) • Day's webpage (Jo) • Solicitation boilerplate for donations in kind (pizza!)
	Action Items
4:57 - 5:00	Next Meetings

Verbal addendum to the Agenda

OPAS News & Activity updates (Jo)

- Steering
 1. Occupational Outlook Data (Stephanie) - [pdf](#)
 2. McNary PLTW Site Visit - [pdf](#)
 3. ODE RFP - Superintendent's Summer Institute Aug 4-6 session: "PLTW: Practicing Literacy, Numeracy, and Essential Skills"
 4. Johns Hopkins Center for Talented Youth (CTY) -- collaborate to put on 1-day family robotics event, breakout sessions?
 5. Math in CTE
 6. STEM Equity Pipeline --train the trainer; not a large source of funds, but access to a group of practitioners -- possible response in 2009?
- ETIC Student Marketing - Getreal 3.0 with engineering content Feb 2009
- Article of interest: [How to attract Young People to Engineering: ' Make a Difference Message' is key](#)

Summary as Emailed and Posted July 21, 2008

Three members attended the July 18 Succeed Workgroup meeting, welcoming Don back from his Habitat for Humanity vacation in the South Pacific. Much activity has taken place with the project formerly known as "The Propagator":

- A collaboration with the Prepare Workgroup, ETIC CS Task Force, and Techstart Education foundation has been structured and by common consent, Succeed's goals have top priority;
- Minigrant funds have been committed by Techstart;
- OUS/ OPAS has committed \$2500 for stipends and refreshments;
- Succeed committed workgroup effort including review panel members and documents.
- Eda Davis-Lowe of the Succeed Workgroup, Chris Brooks of the Prepare Workgroup, ETIC CS Taskforce and Techstart Education Foundation had a very productive meeting on June 20 which drafted an agenda for the event and generated the name "A Community Conversation: Diversity in the CS Classroom." The Steering Committee had a chance to comment on goals and potential issues after that meeting; their concerns were brought to the attention of this meeting.
- We are still looking for a potential donor for computers-as-doorprizes; Intel has said no; IBM's previous history of donation makes them unlikely; Free Geek's linux machines are a possibility.
- We are still working on a package to help teachers solicit donations in kind from local vendors.
- Don will check with North Salem High School administration and set a date of August 18 or 19.
- The draft agenda, brainstorming prompts, and template planning documents, and list of supporting materials were critiqued.
 - The minigrant program description and application forms were critiqued; Jo will re-draft.
 - The review timeline was laid out. A rubric is needed; Jo will draft it.
 - The review panel should probably be 3-5 people including representatives from Succeed, Prepare, and Techstart – Chris Brookes, Mary Bunn, Tom Thompson.
 - Don will make a CD of supporting materials.
- Don Kirkwood expressed his pleasure with the progress to date.

OPAS-related activity updates:

- Occupational Outlook Data - pdf . Don is happy to see this, as ODE did not publish their usual update which he uses.
- McNary PLTW Site Visit - [pdf](#)
- ODE RFP - Superintendent's Summer Institute Aug 4-6 session: "PLTW: Practicing Literacy, Numeracy, and Essential Skills"
- Johns Hopkins Center for Talented Youth (CTY) -- possibility of a collaborative effort of ETIC, OPAS, ORTOP and others on a Johns Hopkins University Center for Talented Youth one-day family event themed around robotics, probably at PSU in March 2009
- Math in CTE – Don Kirkwood is also involved in this effort in Oregon, and says "it is the tightest research I have seen" and calls the program "very productive".
- STEM Equity Pipeline --train the trainer; not a large source of funds, but access to a group of practitioners – primarily driven by Tom Thompson and Tim Brower at this time, they may apply for state partner status in 2009.
- ETIC Student Marketing - Getreal 3.0 with engineering content Feb 2009; when the future possibility of an interactive quiz for "what kind of engineer do you want to be?" came up, Don

suggested that might be a good student capstone project or a contest project for the Techstart Technology Student of the Year.

Action Items as Emailed and Posted July 21, 2008

Jo:

- Summarize and distribute AT LEAST the action items by Monday, July 21, 2008
 - References/resources requested in one place
 - Occupational Outlook Update from Stephanie, ETIC intern - [pdf](#)
 - Kirkwood's OACTE 2008 slides - [ppt](#) - [color pdf](#)
 - ODE's "Guidelines, Scenarios and Resources for Offering Credit in Applied Academics" - [pdf](#)
 - OPAS White Paper: "Fostering STEM Diversity" - pdf
 -
 - (teacher's) Strategic Implementation - [doc](#) - [pdf](#)
 - (teacher's) Plan of Action - [doc](#) - [pdf](#)
- Pursue Free Geek grant of machines
- Research Best Buy community giving and come up with a plan to approach them; may need to coordinate with Techstart.
 - http://www.bestbuyinc.com/community_relations/local_donations.htm
- Draft a registration/application form by Wednesday, 7/23; include questions on current classes, demographics of class/school, dietary prefs.
- Identify an "understudy" facilitator/recorder for the event in case Chris Brooks cannot attend.
- Work up a timeline of the minigrant review process & send out a calendar check to Prepare and Succeed. Discuss the pros and cons of including Don Kirkwood on the review committee with Chris, Bruce, and Eda. Invite Tom Thompson and Mary Bunn to review committee.
- Make draft rubric for reviewing minigrant applications
- Circulate Eda's template documents to Chris Brookes, and ask him if anyone else should see them.
- Look for materials from which to craft boilerplate solicitation letters for in-kind and cash donations from local vendors, and/or a "how-to" solicit.
- Edit minigrant application form – 2 sided:
 - Side 1: Grant criteria, ID info – name, school; target audience; metrics; signatures
 - Side 2: Plan description, schedule, budget, evaluation
- Poll for a meeting before August 18

Don:

- **Facility and Date confirmation: Tuesday, August 19, 2008 at North Salem High School** (*done 7/21/08*)
- When application form, start calling potential attendees
- Talk with Don Domes about his best practices, ppt slides – will he come?
- Rework brainstorming prompts; circulate to Chris Brooks, Eda, Mary.
- Work on CD of supporting materials.

Jill:

- Look for materials from which to craft boilerplate solicitation letters.
- Look for additional avenues for doorprize donations of computers, printers.

Additional Items Discussed or Referenced

Draft Agenda for the Day (totals 8 hours including breaks:

- Best Practices in Diversity in the K12 Classroom (speaker Eda? 30 min incl Q&A)
 - Exemplars
 - Don Kirkwood - 45 minutes
 - Don Domes -- ELL engineering aide - 15 minutes
- Brainstorm best practices (2 hours)
 - Break into groups – recorder/ facilitators (Jo, Chris)
 - Collaborate on prompts (see next agenda box)
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 - (teacher's) Strategic Implementation - [doc](#) - [pdf](#)
- Share plans (45 minutes)
- Fill out the Equity minigrant (1 hour)

Brainstorming prompts (Don will continue to refine these):

- (Chris) Collaborate on key points we want to cover, make workgroup points of view transparent to attendees to reduce redundancy and confusion
 - Which of the "Best Practices" discussed do you like the best?
 - What pieces do you have that were not shown here?
 - Which do you see as "easily" do-able?
 - What are some local opportunities/resources? Companies, clubs, museums?
 - What are particular challenges at your school?
 - Are there other partners you should/could engage?
 - What particular district or building goals can you link to?
 - What factors made you able to start and keep a CS program/class?
 - How do you recruit new students?
 - Does your current recruiting favor some certain group? Sibs of previous students? Certain math teacher's students? Band kids? Chemistry students but not physics students ...
 - Strategic thinking: where is the building administrator on this? How to gain support of building administrator?
 - Develop a list of key components for existing and especially new CS programs

Supporting Materials:

- Hardcopy: Annotated Roster with contact info (side 1) and Day's agenda (side 2)
- CD:
 - "Fostering STEM Diversity"
 - Resource links
 - Solicitation boilerplates
 - Example student evaluations
 - Example NBA task breakdowns for students running the event

Next Meeting: Jo will poll for a meeting date prior to August 18, 2009