

# **CIVSA 2016**

## **CMA (CIVSA Member Alliance) Cohort Facilitation Guide**

**Tuesday, May 31<sup>st</sup>**

**4:30-5:15 p.m. – Faculty Orientation and Cohort Leader Orientation – Commodore Ballroom (CDE)**

- Be sure to attend this orientation to learn more about your role as a CMA cohort facilitator and meet your co-facilitator. This is also where you will get the activity/ice breaker handouts for your CMA group!
- CMA groups, facilitators and meeting locations.
- Note: There may be multiple groups assigned to larger room locations.
  - **EX: Group Name – Room Location**
    - **Facilitator One (Institution Name)**
    - **Facilitator Two (Institution Name)**
  - USS Howard – Lenore
    - Maggie Cano (Lamar University)
    - Marti Fasteland (University of Minnesota Duluth)
  - USS Kidd – Aurora
    - Ariadna Coffman (University of Colorado – Colorado Springs)
    - Kyle Moore (West Texas A&M)
  - USS Decatur – Britannia
    - Jose Infante (Pace University)
    - Lindsey Darling (Merrimack college)
  - USS Russell – Sovereign
    - Taylor Blair (University of Kentucky)
    - Alex Galbreath (Oregon State University)
  - USS Lake Erie – Mistral
    - Natalie Mann (University of Georgia)
    - Liz Hill (Arizona State University)
  - USS Gridley – Marina Room
    - Justine Okerson (College of William & Mary)
    - Nancy Martinsen (CA State University – East Bay)
  - USS Rushmore – Britianna/Cambria Foyer
    - Katie Annan (University of South Carolina)
    - Ahsley McDermott (Louisianan State University)
  - USS Boxer – Commodore Foyer
    - Jenn McKenzie (Hendrix College)
    - Stephanie Knottingham (University of Puget Sound)
  - USS Bunker Hill – Commodore Ballroom CDE
    - Julee Mitsler (High Point University)
    - Allyson Bretch (University of West Georgia)
  - USS Stockdale – Commodore Ballroom B
    - Karen Moser (University of Texas Arlington)
    - Jen Jurgensen (San Jose State University)
  - USS Cowpens – Commodore Foyer
    - Shelleigh Moses (Univeristy of The Cumberlands)
    - Lauren Christman (Lehigh University)
  - USS Pinckney – Constellation A
    - Ed Parker (Liberty University)

- Eric Johnson (University of Georgia)
- USS Essex – Mistral
  - Patrick Pitoniak (Yale University)
  - Alexis Tyler (Baylor University)
- USS Higgins – Cambria
  - Jessica Simon (Ferris State University)
  - Kristin Ellis (University of Louisville)
- USS Spruance – Mistral
  - Ebony Smith (The Ohio State University)
  - Terri Franks (University of Georgia)
- USS Somerset – Constellation Terrace
  - Forrest Stovall (Texas Tech University)
  - Amanda Painter (The University of Kansas)
- USS Sterett – Commodore Ballroom CDE
  - Aundy Teply (The University of Toledo)
  - Denise Wellman (University of South Carolina)
- USS Sampson – Sunset Room
  - Melanie Thompson (Sam Houston State University)
  - Tony Jackson (University of Kentucky)
- USS Harpers Ferry – Constellation B
  - Ross VanDyke (Baylor University)
  - Chris Bierdeman (University of Northern Colorado)
- USS Dewey – Commodore Ballroom A
  - Cody Washka (Western State Colorado University)
  - Alecia Dennis (Capital University)

## Tuesday, May 31<sup>st</sup>

- **8:30 p.m. – CIVSA CONNECTIONS - First Timer & Past President's Event**
  - Starting at 8:30 p.m. the social committee will be sponsoring CIVSA connections called Conversation Starters at the fire pits. Encourage your CMA members to come and meet new people.

## Wednesday, June 1<sup>st</sup>

- **9:45-10:30 a.m. – CIVSA Member Alliance (CMA) cohorts – First Meeting**
  - 9:45-10:05 a.m. – “Speed Meeting” – get to know you activity
    - Have everyone pick a partner and decide who is person A and who is person B
    - Have everyone grab a chair and sit down across from their partner, with the A's forming a line and the B's forming a line facing their partner. If you are short a person, a facilitator will need to jump in to make it an even number.

A1	A2	A3	A4	A5	A6	A7	A8	A9	A10
B1	B2	B3	B4	B5	B6	B7	B8	B9	B10

- Give the pairs a question (from the list below) to discuss, and let them know the time frame they will have to discuss the question.
- Tell them to go and keep track of time. When the time is up, ask them to stop.
- Have the A's move down one chair so that they are with a new B partner – A10 moves to where A 1 was and everyone shift down one chair:



A1	A2	A3	A4	A5	A6	A7	A8	A9	A10
B1	B2	B3	B4	B5	B6	B7	B8	B9	B10

So that it looks like this:

A10	A1	A2	A3	A4	A5	A6	A7	A8	A9
B1	B2	B3	B4	B5	B6	B7	B8	B9	B10

- Give the pairs another question (from the list below) to discuss and let them know the time frame they will have to discuss the question.
- Once again, tell them to go and keep track of time. When the time is up, ask them to stop.
- Again, have the A's move down one chair so that they are with a new B partner.
- Repeat question, moving a spot, question, moving, etc. for about 20 minutes.
- Questions to ask:
  - Introduce yourself to your partner and talk about what your favorite thing is about your job – you have 50 seconds total (about 25 seconds each)
  - Introduce yourself to your partner and talk about the 1 thing you wish you could change about your university – you have 50 seconds total (about 25 seconds each)
  - Introduce yourself to your partner and tell your partner what you would do if you won a million dollars – you have 30 seconds total (about 15 seconds each)
  - Introduce yourself to your partner and tell your partner what your ideal vacation would look like, if money was no object – you have 40 seconds total (about 20 seconds each)
  - Introduce yourself to your partner and tell him or her about the best student you have ever worked with and why they were the favorite – you have 60 seconds total (about 30 seconds each)
  - Introduce yourself and talk about the worst parent/legal guardian you have ever worked with and why – you have 40 second total (about 20 seconds each)
  - Introduce yourself and talk about where you did your undergraduate degree and why it was a good fit for you – you have 40 second total (about 20 seconds each)
  - Introduce yourself and tell your partner what your absolute dream job would be, you aren't allowed to say working in admissions/visit program/visitor center, etc. – you have 40 second total (about 20 seconds each)
  - Introduce yourself and talk about your best accomplishment yet at work – you have 50 seconds total (about 25 seconds each)
  - Introduce yourself and talk about the number 1 thing you would change about your office if you could – you have 30 second total (about 15 seconds each)
  - Introduce yourself and talk about whether you would prefer to live in the east coast or west coast and why – you have 30 seconds total (about 15 seconds each)
  - Introduce yourself and tell your partner why you decided to attend the CIVSA conference – you have 30 seconds total (about 15 seconds each)

- Introduce yourself and tell you partner what you hope to be doing, professionally, 10 years from now - you have 30 seconds total (about 15 seconds each)
  - Introduce yourself and talk about the number 1 piece of advice you would give students regarding the admissions process or a campus visit – you have 40 second total (about 20 seconds each)
- 10:05-10:30 a.m. – Hot Topics – items you would like to discuss at the next CMA meeting
- Ask the group to take about 5 minutes and think about what their top 3 “hot topics” are in regards to campus visits, information centers, visitor services, etc.
  - You can ask the following guiding questions to help them think about what it is they should be considering when thinking of a hot topic:
    - What are the top 3 things you would love to have time to discuss with other colleagues while at conference?
    - What is the one thing that drives you crazy about your job? How do your colleagues handle this issue in their positions?
    - Example of some of the hot topics from last year (there were over 75 so these are just a few):
      - Best ways to collect feedback from visitors at campus events
      - Coordinating large scale visit program with minimal staffing
      - Creative campus visit events for transfer students
      - Accommodating special requests – how much is too much
      - How to structure high school counselor only visits
      - Engaging faculty in visit programs
      - Keeping upperclassmen tour guides/ambassadors motivated and prevent burnout
      - Maintaining office staff morale, especially at peak busy times of the year when they are tapped out
  - After they have a couple hot topics in their head, have them write them on the flipchart paper on the wall in your facilitation room.
  - After everyone has written their hot topics on the list, have them take a marker and put a tic mark next to the top 5 topics they hope to have time to discuss while in this facilitation group.
  - After everyone has put their tic marks, let everyone in your group know that at the other CMA cohort meetings you will make time to discuss some of these hot topics.
  - If time allows, you can start conversation about one of the hot topics listed on the flipchart.
  - Keep the flipcharts hanging in your facilitation room. We recommend you take a picture with your cell phone to have the information just in case they are taken down or thrown away.
    - EXCEPTION!!! – RCA Studio B group since you are in the PreFuntion/Foyer area outside of the Ballroom you will need to move you Hot Topic flipchart pages to Headquarters for safe keeping – room 207!

## **Wednesday, June 1<sup>st</sup>**

### **- 9:30 p.m. CIVSA Connections – HUMAN BINGO!**

- Everyone loves bingo, am I right!?! Encourage your group to come and complete the Human Bingo challenge sponsored by the social committee. Meet new people, complete one line of a BINGO card, and get a QR code that gets you one step closer to completing the challenge and being entered to win an Amazon gift card.

## **Thursday, June 2<sup>nd</sup>**

### **- 9:00-10:00 a.m. – CIVSA Member Alliance (CMA) – Second Meeting**

- 9:00-9:20 a.m. – 2 Truths and a Lie...About Your University
  - Ask everyone to take 2-3 minutes to come up with 2 truths and 1 lie about their university.
  - After everyone has had a couple of minutes, go around the room and have each person take their turn.
  - The person states their 2 truths and 1 lie. The group must guess which statement is a lie about the university. After the group correctly guesses the lie, the next person goes.
  - Continue until everyone has taken a turn.
- 9:20-10:00 a.m. – Hot Topics Discussions
  - Start hot topic discussions with your CMA group. There are a variety of ways you can conduct these discussions:
    - As a large group – everyone in your CMA group is discussing the same thing, at the same time.
    - As smaller groups – you decide on three hot topics and people can pick with small group discussion they want to join in on
    - As round table groups – you decide on three or four hot topics to cover and break everyone into small groups. Each group gets 10 minutes to discuss each topic and at the end, with 10 minutes left, each group shares their number 1 best idea regarding each hot topic.

## **Friday, June 3<sup>rd</sup>**

### **- 10:45-11:45 a.m. – CIVSA Member Alliance (CMA) – Third (and final) Meeting**

- 10:45-11 a.m. – University Trivia
  - Use the trivia sheets handed out during the facilitator meeting the first morning of conference.
  - Break everyone into small groups of 3 to 4 and give them 8 or so minutes to complete each question.
  - With about 5 minutes to go, review the answers with the entire group to see who got which questions correct.
- 11-11:45 a.m. – Hot Topics Discussions
  - Same as the day before!
  - Start hot topic discussions with your CMA group. There are a variety of ways you can conduct these discussions:
    - As a large group – everyone in your CMA group is discussing the same thing, at the same time.

- As smaller groups – you decide on three hot topics and people can pick with small group discussion they want to join in on
- As round table groups – you decide on three or four hot topics to cover and break everyone into small groups. Each group gets 10 minutes to discuss each topic and at the end, with 10 minutes left, each group shares their number 1 best idea regarding each hot topic.