

CTE WORKS! SUMMIT 2017

November 1-2, 2017 | Crowne Plaza AiRE | Bloomington, MN

Soaring to New Heights

Breakout Session Evaluation

*Analysis of Attendee Surveys of Concurrent Sessions at
Minnesota's 2017 CTE Works! Summit*

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The CTE Works! Summit and any contents of this report were developed under the Career and Technical Education federal grant from the U.S. Department of Education. However, the contents of this report do not necessarily represent the policy of the U.S. Department of Education.

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December, 2017

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Description of Data

Methods

Evaluation of the 2017 Summit breakout sessions were conducted by assessing the session survey forms completed by breakout session attendees on November 2. Copies of these short surveys were given to presenters immediately after their session. Other copies of the session surveys were analyzed by CTE Leadership to assess the quality and content of all 32 breakout sessions in this report.

Analysis of Summit presenters and breakout sessions also occurred via:

- 1) Post-Summit online survey sent to all attendees, including presenters and exhibitors.
- 2) Verbal and email comments from Minnesota CTE Leadership comprised of members of the Summit Planning Committee which included Perkins Consortia Leaders, representatives from the Minnesota Association of Career and Technical Education Administrators, the Minnesota Career and Technical Education Educators, and CTE Staff at Minnesota State and the Minnesota Department of Education's CTE units. Names of 2017 Planning Committee: www.cteworksminnesota.org/summit-planning-committee.

The CTE Works! Summit pre-conference events, keynote sessions, venue and other aspects were evaluated separately. Results are published in *2017 CTE Works Summit Evaluation Report*, which can be access on the CTE Works! Summit website: www.cteworksminnesota.org/wp-content/uploads/2017/12/2017-CTE-Works-Summit-Evaluation-Report.pdf.

Limitations

Responses to concurrent session surveys do not represent 100% of attendees. Session evaluations were given to every attendee at all 31 breakout sessions by the Session Room Host, however, attendees were not required to complete a survey. Attendance for each session was not recorded, therefore there is no way to indicate the level of survey participation at a session. For example, a session might have had 20 attendees with only 15 survey responses.

Additionally, surveys for five sessions are missing; those sessions will not be evaluated in this report. Comments about those five sessions or other breakouts might be included in the post-Summit online survey. If so, those comments are recorded in the *2017 CTE Works Summit Evaluation Report*.

Significant Findings

Ratings and comments about this year's breakout sessions generally were positive. Attendees appreciated the relevance of the topics and consider presenters as subject matter experts. Suggestions for changes included the desire for more presenters to provide practical tips and "take-away" resources for attendees to implement in their classrooms and programming. Like the post-Summit online survey, breakout session survey respondents repeatedly complained about the crowded set up of the breakout rooms and felt the venue was too small for the event.

See the **Recommendations** section of this report for more details.

About the Summit

The 2017 CTE Works! Summit was Thursday, November 2 at the Crowne Plaza AiRE in Bloomington, Minnesota. The 2017 theme, "Soaring to New Heights," corresponded with the Crowne Plaza AiRE's aviation motif and the experiences of morning keynote speaker Captain Barrington Irving. The one-day state conference featured a morning and an afternoon keynote session, and 31 concurrent breakout sessions. The Summit included pre-conference events on Wednesday, November 1. See *2017 CTE Works Summit Evaluation Report* for details of the pre-conference events and the November 2 Summit.

The annual professional development event is a joint sponsorship by Minnesota State and the Minnesota Department of Education. Events were made possible through the Carl D. Perkins Career and Technical Education federal grant administered through the Minnesota State system office. Learn more about Minnesota CTE at www.minnstate.edu/system/cte.

The CTE Works! website is: www.cteworksminnesota.org/.

2017 CTE Works! Summit Attendees

The 2017 CTE Works! Summit had **440 attendees** attending the two keynote sessions and 31 breakout sessions throughout the day. See *2017 CTE Works Summit Evaluation Report* for attendance details.

The schedule for the November 2 one-day conference held four blocks of eight concurrent sessions – a total of 32 sessions. One session in Block B was canceled prior to the start of the Summit, the remaining 31 session occurred as scheduled.

Each Block was 60 minutes. Block A began at 9:45am, Block B at 11:00am, Block C at 1:45pm, and Block D began at 3:00pm.

Average Attendance

Block	# Sessions with Survey Responses	Average # People at Sessions
A	7 of 8	21
B	7	20
C	7 of 8	14
D	5 of 8	8
TOTAL	26 of 31	16

A headcount was not taken at each concurrent session; therefore the number of completed surveys is used as a proxy for session attendance.

The session with the most surveys completed (37) occurred in Block A. It was a featured concurrent session presented by the morning keynote speaker, Captain Barrington Irving. The early timeslot immediately after the morning keynote session, and the popularity of the session's presenter presumably lead to this session's high attendance.

The three sessions with the least number of completed surveys (4 and 5) all were in Block D at the end of the day. The sessions' subject matters were on par with sessions held earlier in the day. Each of the low-attended sessions received average or above average ratings from the people who did attend. Therefore the sessions' topics likely were not as large of a factor in the low attendance as the timeslot.

Comments on session surveys and in the post-Summit survey indicate that many people felt the Summit day was too long and had too much content. People felt tired or overwhelmed by Block D and skipped the later sessions. Several attendees also indicated that people who live in Greater Minnesota left the Summit early to drive home.

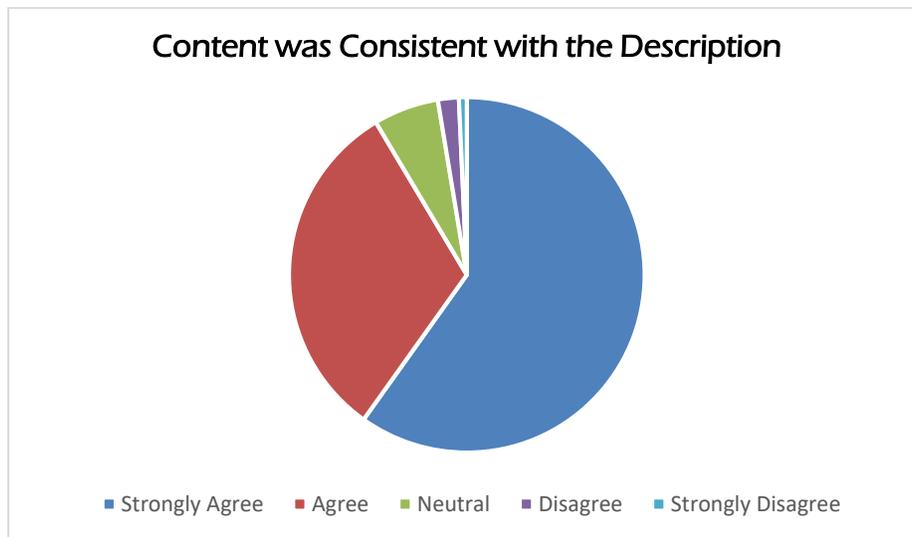
Ways to increase attendance for later-in-the-day sessions is addressed in the **Recommendations** section of this report.

Session Ratings

The concurrent session surveys consisted of five questions in which attendees rated their responses on a five-point scale from Strongly Agree to Strongly Disagree. The survey also included two write-in response questions. Attendees reacted to each session they attended separately, completing the survey immediately at the end of each session.

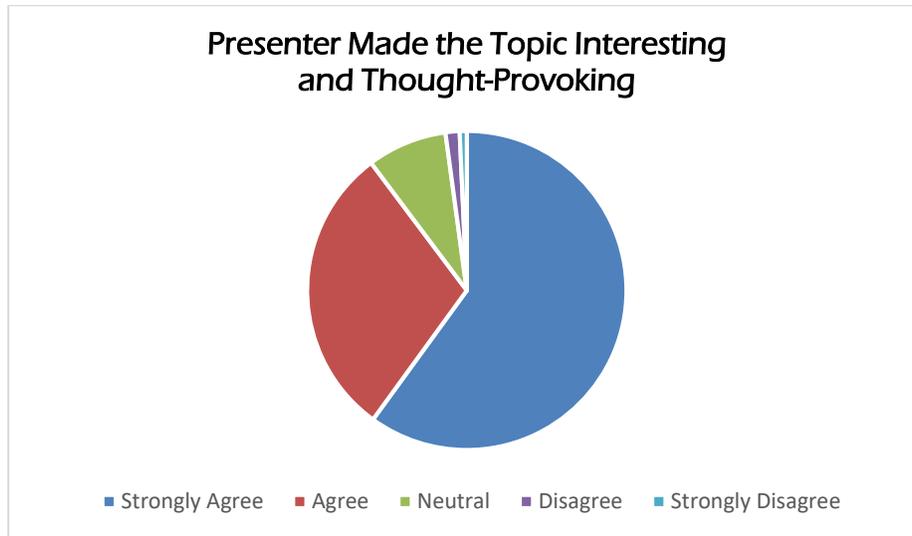
Below are the compiled results for the 26 sessions for which surveys were turned in. NOTE: Most percentages were rounded and might not equal 100%.

Chart 1



Response to this question was overwhelmingly positive. Those who Strongly Agreed and Agreed that the content of all breakout sessions was consistent with their descriptions was a combined 90%.

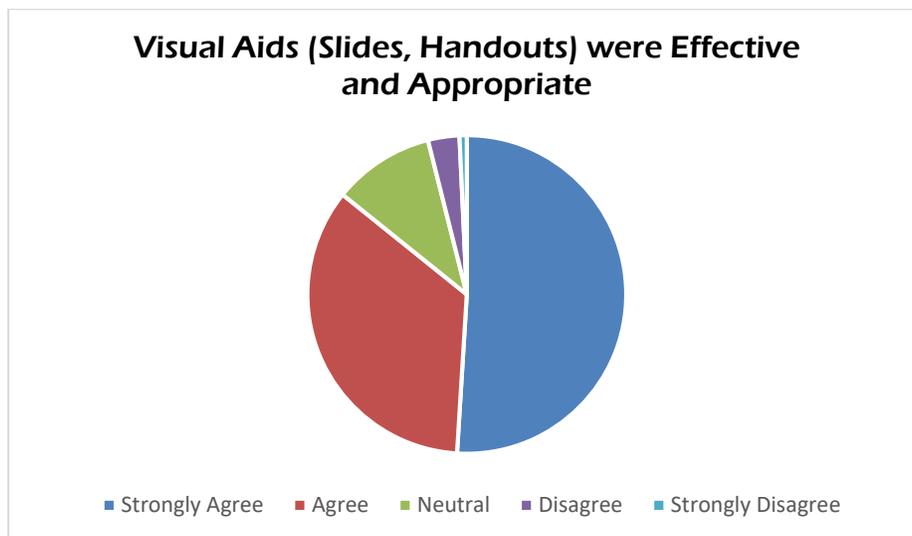
Chart 2



Nearly 60% of session survey respondents Strongly Agreed that the presenter(s) of the breakout sessions they attended were interesting and thought-provoking. An additional 29% of respondents Agreed with this statement. This question reveals the high quality of the presenters selected for the Summit.

Responses to other survey questions provide suggestions for this year's and future presenters to improve their sessions.

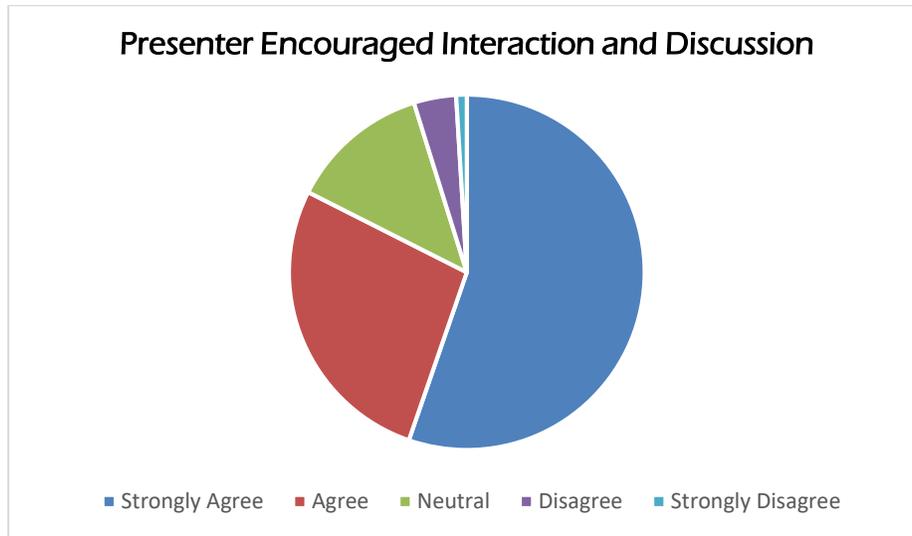
Chart 3



Most survey respondents approved of the visual aids received in breakout sessions. A combined 82% of respondents either Strongly Agreed or Agreed that the visual aids were effective and appropriate in the sessions they attended.

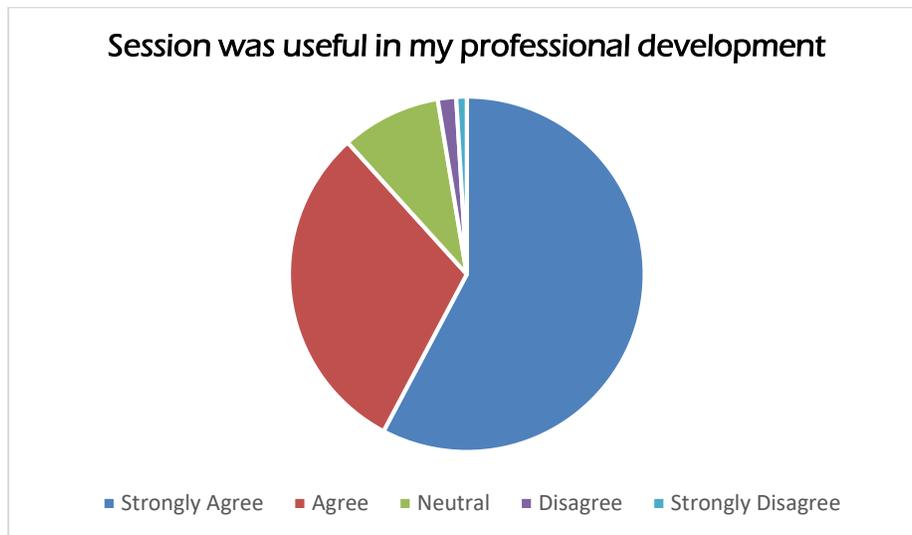
Responses to other survey questions revealed a common problem with visual aids that presenters can easily address for future sessions.

Chart 4



In addition to the presenter being interesting (see Chart 2), breakout session facilitators are expected to engage attendees in discussion or other types of interaction. Overall, attendees were happy with the amount of discussion or interaction in sessions – 54% Strongly Agreed and 26% Agreed that presenters encouraged interaction.

Chart 5



Almost 60% of respondents Strongly Agreed, and an additional 30% Agreed with the statement that the sessions they attended were useful to their professional development, indicating that the breakout sessions were valuable and relevant to Summit attendees.

Responses to other survey questions included topic suggestions for future sessions.

Session Suggestions

What did you like most about this session?

Comments left to this question are not included in this report. All responses to this question were specific to each breakout session and provided no suggestions that could be generalized or used for future Summit session planning. The lead presenter for each concurrent session received copies of their surveys immediately after their session on November 1 for their use.

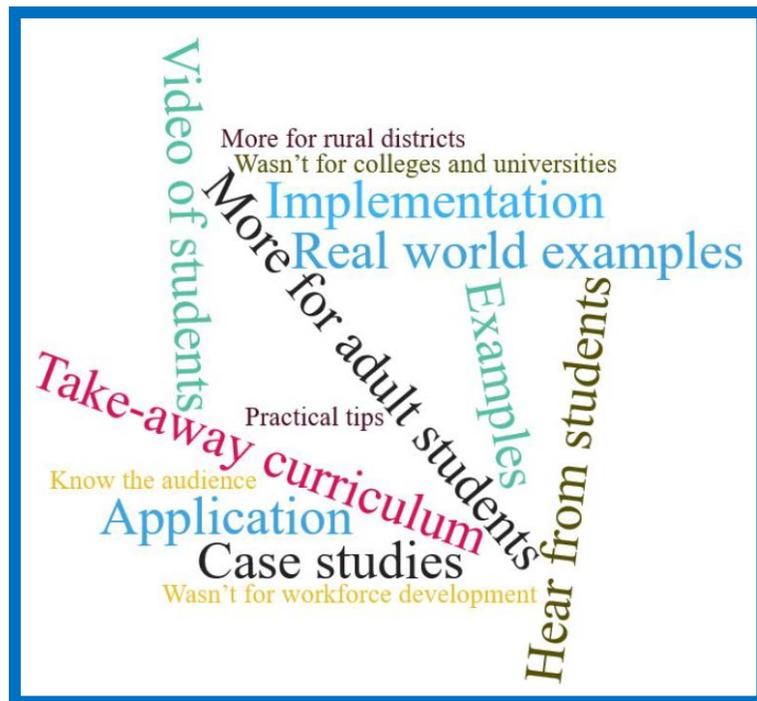
What changes do you suggest for this session?

Responses to this question included in this report are relevant to multiple breakout sessions, represent attendees' overall feelings about the breakout sessions, and/or might be of use for future presenters. Comments about specific sessions were removed, as were complaints about the day's technology, and the crowded room spaces at the venue. Those comments were similar to those included in the *2017 CTE Works Summit Evaluation Report*.

Responses to this question were separated into three subtopics: Presentation Content, Engagement and Presentation Materials.

Presentation Content

The graphic below represents the words and phrases used repeatedly for multiple sessions. See Appendix i for all responses to this question.



Engagement

Below is a short summary of the most repeated suggestions for engagement. See Appendix i for all responses to this question.

- More talking time, more time for questions
- More involvement of audience
- Bring some of the equipment and demonstrate

Presentation Materials

Below is a short summary of the most repeated suggestions for presentation slides and handouts. See Appendix i for all responses to this question.

- Handouts with larger font
- Too much small print on PowerPoint
- Make statistic slides more easily readable
- Have a handout of the PowerPoint for notes and reference of follow-up
- PPT and materials uploaded into/onto CTE site please
(www.cteworksminnesota.org/workshops/)

Recommendations

The following suggestions for future CTE Works! Summit concurrent sessions were developed in response to the breakout session surveys analyzed in this report, and in response to the ratings and comments analyzed in the *2017 CTE Works Summit Evaluation Report*.

These recommendations as optional suggestions for Summit planning committee members, and potential presenters to consider for the betterment of future Summit audiences.

For Summit Planners

- 1) Hold Summit at venues that can comfortably hold the expected number of attendees.
 - a) To increase space and mobility, do not use round tables in breakout rooms. Set up breakout session rooms in classroom style (rows of tables and chairs) or auditorium style (chairs only).
- 2) Include detailed parking instructions with driving directions for venue.
- 3) Extend Summit from one day to 1.5 days or two days.
 - a) Continue to provide pre-conference and Consortia Leaders events at the same venue as the Summit for increased networking events and meetings and workshops sponsored by CTE partners.
 - b) Include longer passing breaks between sessions and/or other designated times for networking among attendees.
- 4) Increase participation of CTE practitioners in Greater Minnesota by holding the conference outside of the Twin Cities.
 - a) Adopt a rotating location schedule that would have the Summit at a Twin Cities venue every other year and in the Central or Northern part of the state every third year, and in the Southern part of the state every third year.
 - b) Expected attendance for Twin Cities Summits would remain at 450. Attendance for Greater Minnesota Summits would be 300-375.
- 5) Recommend all breakout session presenters post their presentation materials to the Summit website prior to the start of the conference for easier accessibility.
- 6) Recruit presenters with information relevant to postsecondary CTE practitioners and adult educators, including college instructors.
- 7) Invite more industry and employer representatives to present on career cluster-specific topics and topics of general interest in workforce development.
- 8) Encourage secondary teachers to present on career cluster and discipline-specific topics.

For Summit Presenters

- 1) All presenters adhere to presentation slide best practices, which include using font sized 24 or larger.
 - a) Resource: [Remedies for Death by PowerPoint](#)

- 2) Presenters reduce the amount of “lecture” in their sessions and increase discussion and audience interaction by using common practices in adult learning theory.
 - a) Resource: [Resistance Training – Engaging Adult Learners](#)

- 3) Provide information for CTE teachers/faculty and counselors/advisors. Include practical tools/tips/guides/materials for use with students.

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Appendix

Appendix i

What changes do you suggest for this session?

Comments specific to only one session were removed, as were complaints about technology, and the crowded room spaces at the 2017 venue.

Presentation Content

- Less about K-12 kids. More adult options.
- More information for young adult programs of support
- It seemed like a lot was aimed at the Minneapolis/St. Paul area. I'd like to see more opportunities for rural districts.
- Models
- Would have liked to spend more time with programs in place
- More practical tips or case studies.
- Examples of students and how they were helped
- Case study might have been interesting = a local example?
- Transferable/replicable of other contexts; Include more real world examples/exercise.
- Allow for models to try here in the room or video where students/teachers are using them
- Would love to have the report/additional take-aways
- More take-away curriculum to go home with
- Model it; How can we apply this in our more traditional class rooms?
- More concrete examples vs. theory
- How can you implement this in the online learning environment
- How do we use the tool/data in every role?
- What activities/lessons can we use with students to understand this data?
- Thought I would get more information on methods vs. funding
- Bring a student testimony of how this works
- Have students who were a part of the activity present
- Video of students would be cool
- Description was too vague, not at all what I expected
- Wasn't really a session for the workforce development attendees as advertised
- Was not really applicable to "colleges and universities"
- Know the audience
- I'm not familiar with the acronyms, please spell them out
- Bring in employer
- Presentation felt like a "sales pitch"

Engagement

- More talking time
- More time for questions
- More interactions
- Make it more interactive: more time!
- Discussion was too long (over 30 minutes out of 60) - tired hearing problems and want solutions
- More involvement of audience
- Bring some of the equipment and demonstrate
- Show the resources-engage us
- Don't talk to the screen. Face your group when you are speaking.

Presentation Slides & Handouts

- Handouts with larger font (needs to be larger on PowerPoint first)
- Too much small print on PowerPoint - perhaps print it for handout and post bullets on PowerPoint; Writing too small
- Slides were good but type was too small;
- Make statistic slides more easily readable
- Some slides were hard to read - lettering too small
- Slides difficult to read
- I would have liked a PowerPoint handout to jot notes on for relating back to my CTE teachers
- Handout of presentation
- Have a handout of the PowerPoint for notes and reference of follow-up (have a single website that links to all resources)
- Have a print out of the resource links and names.
- Names and phone #'s of program contacts
- PPT and materials uploaded into/onto CTE site please
- Please put the PowerPoint on the CTE Works site



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