Welcome to Graduate Summit 2021!

The UC Graduate and Professional Council is hosting 2021 Graduate Summit on Saturday October 16 from 9:30am to approx. 3:00pm. Grad Summit is open to all UC graduate and professional students, not just campus student leaders.

We aim to have robust conversation regarding UCGPC's advocacy agenda through a three-part process:

1) 20 minute topic information sessions in the morning,

2) discussions and topic goal setting in small groups after lunch, and

3) discussion and debate as a whole before the Board votes on which topics will make it onto the advocacy agenda.

Whether or not a topic makes it onto this year's advocacy agenda, all topics and the outcomes of the discussions and goal setting will be included in the UCGPC Policy Platform (link).

We hope the Attendee Packet will be useful to you throughout Graduate Summit 2021. Included this packet is the Schedule, Speaker Bios, the UC SMART Goals: a How to Guide, and additional information about UCGPC.

Best,

The UCGPC Team

SCHEDULE

9:30 AM	Welcome!	Remarks by UCGPC President Gwen Chodur
	Introductions and UCGPC	Introducing UCGPC, Graduate Summit 2021, and the speakers. By UCGPC Council Chair Victor Wang.
9:45 AM	Group A Presentations *The Collective Action*	**Student Labor** Gwen Chodur, UCGPC
		Climate Change and the Environment Monica Nelson Grace Sandel, UC Green New Deal Coaltion
		Double the Pell Bailey Henderson, UC Student Association
10:45 AM	Break (15 minutes)	
11:00 AM	Group B Presentations *Students Gotta Live*	**Undocumented Status Students** Ernesto Arciniega, UCGPC
		Student Basic Needs Cong Dinh, UC San Diego Basic Needs Committee
		Student Housing Heather Prentice-Walz, UC Santa Barbara GSA
		Public Transit Partnerships Jeff Flynn, ASUCD Unitrans
12:00 PM	Lunch Break (1 hour)	
01:00 PM	Breakout Discussions	Freeform, in-depth, small-group discussions to develop and finesse action items within each topic. Attendees can switch between Breakout Rooms.
01:45 PM	Regroup and Debate	Discussion as a whole group to consider the merits and achievables within each topic.
02:30 PM	Board Advocacy Agenda Vote	The UCGPC Board votes on what to accept as part of the UCGPC Advocacy Agenda.
02:40PM	Closing Remarks	By UCGPC President Gwen Chodur.

SPEAKER BIOS

Gwen Chodur
Affiliation: UC Davis PhD Candidate
Gwen is a sixth year PhD candidate at UC Davis. She is the current UC Davis GSA EVP and has been the UCGPC President since 2020.

Gwen cares deeply about student labor because she believes that graduate students deserve the protection of a contract.

Monica Nelson
Affiliation: UCSD PhD Student
Monica is a third year PhD student studying physical oceanography with a focus on heat storage and transport in the ocean. Monica has been active in climate justice efforst on her campus, as a steering committee member of the Green New Deal at UCSD and is a member of the UC Green New Deal Coalition.

Over the course of her schooling, Monica has realized how much climate change puts people's safety and well-being in jeopardy. As a result, she has become very active in pushing for a rapid and just transition to a low carbon society.

Grace Sandel
Affiliation: UC Berkeley Undergraduate Student
Grace is a third year undergraduate student studying Society & Environment with a specific focus on U.S. environmental policy and management.

I am passionate about the UC Green New Deal because the UC System needs policy action that will catalyze a rapid and equitable shift to a carbon-free and sustainable future.

Bailey Henderson
Affiliation: UC Berkeley Undergraduate Student
Bailey is a third-year Political Science undergraduate student at UC Berkeley. He is also the Fund the UC Campaign Chair for UC Student Association (UCSA) where the current campaign goal is #DoubleThePell.

Bailey, having taken out large loans to finance his education, understands the stress and financial ambiguity of choosing the enter the UC system. He fights for access and affordability because higher education is one of the most important routes for social mobility and has substantial effects on the opportunities fo rlow-income, POC, and underrepresented students.

Ernesto Arciniega

Affiliation: UCLA PhD Candidate
Ernesto is a PhD candidate in Hispanic Literatures at UCLA and the Vice Chair of the UC Graduate and Professional Council. Ernesto is an advocate for student Basic Needs, undocumented students, and immigrant rights.

Ernesto is passionate about advocating for undocumented students within the UC and nationwide. His most recent project and advocacy efforts linked undocumented students at the UC, free speech, and civic and political engagement. The research project resulted in recommendations for the UC administration to better serve and protect undocumented students systemwide.

Cong Dinh

Affiliation: UCSD MD/PhD Student
Cong is a seventh year MD/PhD candidate, currently studying horizontal gene transfer within model microbiomes of cheese rinds. He enjoys spending his extra time cuddling with his cat, inverting on aerial silks and hoops, and sailing in Mission Bay.

His family relied on public programs as his parents went through academic, and he's been working in food security since the mid-2000's. He has been working with the UCSD Basic Needs Committee since he started his PhD program too many years ago and is currently co-chair of the UCSD Basic Needs Committee.

Heather Prentice-Walz

Affiliation: UCSB PhD Candidate
Heather (she/her/hers) is a fifth year graduate student in the Department of Anthropology at UCSB and is currently serving as the Vice President of External Affairs for the UCSB Graduate Student Association.

Heather is looking forward to collaborating with fellow graduate students across the UC community to engage with issues associatied with the ongoing housing crisis. This includes sharing information from each campus regarding housing policies, discussing lived experiences with housing insecurity and rent burdens, and putting our heads together to strategize how we can advocate for safe and affordable housing.

Jeff Flynn

Affiliation: UC Davis Unitrans
Jeff serves as the General Manager for Unitrans, the UC Davis and City of Davis public transit service. A graduate of UC Davis, Jeff fell in love with transit while working as a student driver at Unitrans and chose public transportation as his career path as a result. Before returning to UC Davis in 2017, Jeff served in transit planning and operation roles in private consulting, the Livermore Amador Valley Transit Authority, and the San Francisco Municipal Transporation Agency.

Jeff believes in the mission of prublic transportation and multi-modalism to help create vibrant, sustainable communities.

SMART Goals:

A How to Guide

Table of Contents

How to Write SMART Goals:
A Guide for Managers and Employees

What are SMART Goals?
- Statements of the important results you are working to accomplish
- Designed in a way to foster clear and mutual understanding of what constitutes expected levels of performance and successful professional development

What is the SMART criteria?

S	Specific	What will be accomplished? What actions will you take?
M	Measurable	What data will measure the goal? (How much? How well?)
A	Achievable	Is the goal doable? Do you have the necessary skills and resources?
R	Relevant	How does the goal align with broader goals? Why is the result important?
T	Time-Bound	What is the time frame for accomplishing the goal?

How do I decide the right scope for my SMART Goals? (How big? How many?)

SMART goals are meant to address all of your major job responsibilities.
Remember, goals are intended to focus attention and resources on what is most important so that you can be successful in achieving your priorities. SMART Goals are goals for your day-to-day job.

- Common types of goals are to:
  - Increase something
  - Make something
  - Improve something
  - Reduce something
  - Save something
  - Develop someone (yourself!)

Where to start?
1. Start by thinking about your whole job and the broad areas (or "buckets") of responsibility and results for which you are accountable.
2. Develop a goal statement for each bucket. To get the scope right, remember to focus on end results not tasks.

3. Goals should be high level enough to encompass the core outcomes for which you are responsible, but specific and clear enough so you will be able to measure success.
4. Goals should be on-going job responsibilities and any new projects, assignments, priorities, or initiatives that are specific to this performance cycle.
5. Having too many goals can be an indicator that your goals are scoped at too low a level and are focused more on tasks than on end results.
6. If it seems that your goals are becoming too numerous and task-oriented, it may be helpful to consider combining several goal statements into a broader outcome area.

How to write your S-M-A-R-T goal

S – Specific

When setting a goal, be specific about what you want to accomplish. Think about this as the mission statement for your goal. This isn't a detailed list of how you're going to meet a goal, but it should include an answer to the popular 'w' questions:

- Who – Consider who needs to be involved to achieve the goal (this is especially important when you're working on a group project).

- What – Think about exactly what you are trying to accomplish and don't be afraid to get very detailed.

- When – You'll get more specific about this question under the "time-bound" section of defining S.M.A.R.T. goals, but you should at least set a time frame.

- Where – This question may not always apply, especially if you're setting personal goals, but if there's a location or relevant event, identify it here.

- Which – Determine any related obstacles or requirements. This question can be beneficial in deciding if your goal is realistic. For example, if the goal is to open a baking business, but you've never baked anything before, that might be an issue. As a result, you may refine the specifics of the goal to be "Learn how to bake in order to open a baking business."

- Why – What is the reason for the goal? When it comes to using this method for employees, the answer will likely be along the lines of company advancement or career development.

- "S" actions may include:

Oversee	Update	Write
Coordinate	Upgrade	Process
Supervise	Develop	Provide
Manage	Create	Maintain
Plan	Implement	Reconcile
Support	Evaluate	Direct
Transition	Produce	Administer

- Note that this list does not include verbs like "improve," "reduce," or "increase" (e.g. "Improve customer service" or "reduce cost." These imply the direction that you want a result to move in, but don't do much to explain the role or specific action that you will take to accomplish this change.

M – Measurable

What metrics are you going to use to determine if you meet the goal? This makes a goal more tangible because it provides a way to measure progress. If it's a project that's going to take a few months to complete, then set some milestones by considering specific tasks to accomplish. Milestones are a series of steps along the way that when added up will result in the completion of your main goal.

- As the "M" in SMART states, there should be a source of information to measure or determine whether a goal has been achieved.
- The M is a direct (or possibly indirect) indicator of what success for a particular goal will look like.
- Sometimes measurement is difficult and managers and employees will need to work together to identify the most relevant and feasible data sources and collection methods.
- Data collection efforts needed to measure a goal can be included in that goal's action plan.
- Even if a perfect, direct measurement source is not immediately feasible for a given goal, the discussion about the desired end result (why this goal is important) and what the measurement options are (what success might look like) is an important and valuable part of performance planning.
- Measurement methods can be both quantitative (productivity results, money saved or earned, etc.) and qualitative (client testimonials, surveys, etc.).

- Some typical data types and data collection methods may include:

DATA TYPES	DATA COLLECTION METHODS
Quality/accuracy rates	Automated reports
Amounts produced	Audits, tests
Revenue generated	Surveys
Productivity rates	Work products, samples
Customer Satisfaction	Other documents

A – Achievable

This focuses on how important a goal is to you and what you can do to make it attainable and may require developing new skills and changing attitudes. The goal is meant to inspire motivation, not discouragement. Think about:

- how to accomplish the goal,
- if you have the tools/skills needed,
- if not, consider what it would take to attain them.

R – Relevant

Relevance refers focusing on something that makes sense with the broader business goals. For example, if the goal is to launch a new program or service, it should be something that's in alignment with the overall business/department objectives. Your team may be able to launch a new program, but if your division is not prioritizing launching that type of new programs, then the goal wouldn't be relevant.

T – Time-Bound

Anyone can set goals, but if it lacks realistic timing, chances are you're not going to succeed. Providing a target date for deliverables is imperative. Ask specific questions about the goal deadline and what can be accomplished within that time period. If the goal will take three months to complete, it's useful to define what should be achieved half-way through the process. Providing time constraints also creates a sense of urgency.

The Easiest Way to Write S.M.A.R.T. Goals

When it comes to writing S.M.A.R.T. goals, ask yourself and other team members a lot of questions. The answers will help fine-tune your strategy, ensuring the goals are something that's actually attainable. Utilize the template provided in the appendix as a guide.

This doesn't have to be a daunting experience; in fact, it should be quite illuminating. Below we demonstrate how to write S.M.A.R.T. goals for two typical business scenarios: completing a project and improving personal performance. We've also created an easy-to-use S.M.A.R.T. goals template and worksheet to help you get started.

Examples of Creating a SMART Goal
Here are two examples of initial goals we'll use to walk through this process:

1. I want to complete a project

2. I want to improve my performance

This is a typical approach to creating goals, but both of these are very vague. With the current wording, the goals probably aren't going to be attainable. The statements lack specifics, timelines, motivation, and a reality check.

Now, let's use the S.M.A.R.T. goals formula to clarify both and create new and improved goals.

Goal: I want to complete a project
- **Specific:** Many people are accessing our current site from their mobile devices. Since it's not a responsive site, it provides a poor experience for customers. I want to launch a mobile app for my company website by the end of June, which requires involvement from software development, design, and marketing.

- **Measurable**: Creating a mobile app for our company site will require a lot of resources. To make it worthwhile, I'd like to have 50,000 installs of the site within six months of launch. I'd also like to show a 5% conversion rate from customers using the mobile site.

- **Achievable**: The departments that will be involved have signed-off on creating a mobile app. I'll need to manage the project and set milestones to keep everyone motivated and on target.

- **Relevant**: Improving the customer experience on mobile devices is a core initiative for my company this year.

- **Time-Bound**: In order to achieve 50,000 mobile app installs and a 5% conversion rate by the end of the fiscal year, the app will need to be launched by Q2 with a robust marketing campaign that should continue through the end of the year.

Goal: I want to improve my performance

- **Specific**: I received low marks on my ability to use PowerPoint at my last performance review. Improving my skills requires that I learn how to use PowerPoint efficiently and practice using it by creating various presentations. I'd like to be more proficient using PowerPoint in time for my next review in six months.

- **Measurable**: By the time of my next review, I should be able to create presentations that incorporate graphs, images, and other media in a couple of hours. I should also be able to efficiently use and create templates in PowerPoint that my coworkers can also use.

- **Achievable**: Improving my PowerPoint skills is instrumental in moving forward in my career and receiving a better performance review. I can set time aside every week to watch PowerPoint tutorials and even enroll in an online class that can teach me new skills. I can also ask coworkers and my manager for PowerPoint tips.

- **Relevant**: Working with PowerPoint is currently 25% of my job. As I move up in the company, I'll need to spend 50% of my time creating PowerPoint presentations. I enjoy my career and want to continue to grow within this company.

- **Time-Bound**: In six months, I should be proficient in PowerPoint ensuring it only occupies 25% of my workload instead of the nearly 40% of the time it occupies now.

Once you go through and write your goals according to each S.M.A.R.T. characteristic, you can then combine and consolidate all the work you've done into one S.M.A.R.T. goal.

S.M.A.R.T. goal: I want to complete a project

- **Description**: Improving the customer experience on mobile devices is a core initiative for my company this year, so we are going to create a mobile app. By the end of the fiscal year, there should be 50,000 installs of the mobile app we develop, and it should produce a 5% conversion rate. We'll build the mobile app in-house and launch it by the end of June with an app-related marketing campaign that will continue to the end of the year.

- **Milestone**: Mobile app launches end of June.

- **Deadline**: End of the fiscal year.

S.M.A.R.T. goal: I want to improve my performance

- **Description**: To grow in my career, I need to improve my PowerPoint skills. By taking online classes and reviewing tutorials, I'll improve my PowerPoint skills so that it only requires 25% of my work time.

- **Milestone**: Complete an online PowerPoint course in three months.

- **Deadline**: Next employee review in six months.

Appendix

Template for writing a S.M.A.R.T. Goal

Crafting S.M.A.R.T. Goals are designed to help you identify if what you want to achieve is realistic and determine a deadline. When writing S.M.A.R.T. Goals use concise language, but include relevant information. These are designed to help you succeed, so be positive when answering the questions.

Initial Goal *(Write the goal you have in mind)*:
_____

1. Specific *(What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?)*
_____
_____
_____

2. Measurable *(How can you measure progress and know if you've successfully met your goal?)*:
_____
_____
_____

3. Achievable *(Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort required on par with what the goal will achieve?)*:
_____
_____
_____

4. Relevant *(Why am I setting this goal now? Is it aligned with overall objectives?)*:
_____
_____
_____

5. Time-bound *(What's the deadline and is it realistic?)*:
_____
_____
_____

S.M.A.R.T. Goal *(Review what you have written, and craft a new goal statement based on what the answers to the questions above have revealed):*
_____
_____
_____

More SMART Goal Examples

Ongoing

- Provide high quality customer service resulting in a 90% customer satisfaction rating from external customers on accuracy, timeliness and courtesy measures on an ongoing basis.
- On an ongoing basis, reconcile the department financial reports by the 15th of every month with no increase in reconciliation errors.
- On an ongoing basis, accurately process and dispatch 95% of high priority calls for police, fire and medical services.
- On an ongoing basis, dispatch 82% of high priority calls for police, fire and medical services within established timeframes.
- Resolve 90% of complaints through a collaborative process without need for formal mediation on an ongoing basis.
- Conduct education, monitoring and enforcement to ensure that 98% of agricultural and pest control businesses are in compliance with all pesticide regulatory requirements on an ongoing basis.
- Manage and support effective performance resulting in achievement of 75% of program and individual performance targets by the end of the fiscal year.
- Manage the department budget to stay within appropriations and accomplish 85% of service results by the end of the fiscal year.
- Coach and support my direct reports resulting in attainment of 85% of all performance plan goals and feedback from direct reports that I provided them with clear expectations, meaningful feedback and fair performance evaluations by the end of the fiscal year.

New Project/Performance Cycle-Specific

- By March 2011, develop and implement a customer service plan that results in department staff reporting that they are clear about expectations for excellent customer service and have the skills and support to perform at that level and that results in customers reporting that they receive excellent customer service.
- Transition to a new automated case management system with minimal affects on customer service by developing a training program that ensures all staff can process 30 cases per day no later than three months after the end of the training classes.
- Reduce overtime in the department from 150 hours per month to 50 hours per month by the end of the fiscal year with no increase in incident reports.
- Develop a quality improvement process for the sanitary sewer system that reduces the failure rate to 1% by 12/31/11.
- Create a partnership with at least 5 local cities to deliver two compliance-related training workshops resulting in $____ improvement in Net County Cost by 6/30/11.
- By 11/30/11, update the employee handbook to include a searchable intranet version that employees find easy to use and informative.
- Complete the Energy Watch Program to reduce countywide carbon emissions by 605 tons by the end of the fiscal year.

- Conduct outreach and education that reduces the amount of illegal dumping into the streets and drainage channels by __% by June 30, 2011.
- Develop and implement vehicle replacement plan to increase the Average Fuel Economy to 30 Miles per Gallon by 2012 for Midsize and Compact Vehicles and to increase the average Miles per Gallon on the total fleet to 25 MPG by 2016.
- Implement Evidence Based Probation Service (EPBS) practices in order to reduce recidivism among participants by __% by June 30, 2011.

Development Goals

- By June 30, 2011, develop and apply upgraded computer skills that enable me to produce budget reconciliation reports each month in a timely and accurate fashion.
- Develop and practice my coaching skills so that my direct reports report that they feel more satisfied with their work and able to perform at a higher level and such that I achieve a 30/70 split between coaching and doing by June 30, 2011.
- By June 30, 2011, complete course work and attain a CSAC credential to enhance my skills as an effective leader as measured by feedback from my supervisor and the accomplishment of my performance plan goals.

ADDITIONAL UCGPC OPPORTUNITIES

Interested in additional advocacy opportunities to support and empower students? Consider the following!

Student Advocates to the Regents (StARs)

- The UC Regents have meetings on every odd-numbered month. UCGPC sends 3 StARs so that graduate and professional student can meet the UC Regents and directly advocate to the Regents. Apply to be a StAR here.

UC Student Regent Designate

- UC students have a vote on the UC Board of Regents! Interested students apply to serve for two years: one as the student regent-designate, and one as the student regent. Applications open in March each year and interviews are conducted by UC student in late April or early May. Contact our current student regents Alexis Atsilvsgi Zaragosa and Marlenee Blas Pedral for more information!

UC Systemwide Academic Senate Graduate Student Representative

- Many important academic policies are determined in Academic Senate committees. Graduate Student Representatives are typically appointed at the beginning of each academic year and provide a voice for graduate and professional students when important decisions are being made! Contact councilchair@ucgpc.org for more details.

Apply to be a UCGPC Elected or Appointed Officer

- Work with other passionate students to implement Grad Summit 2021 goals, among other student agenda.
- The Director of Outreach and Organizing Director positions are currently open!

Be an External Vice President at your campus' Graduate Student Government

- The graduate/professional External Vice President, or equivalent position, of each campus' graduate student association is a UCGPC Board Member. Contact your campus' President or External Vice President to find out when elections are and how to run for the position.

Attend UCGPC Monthly Board Meetings

Join a UCGPC Advocacy Agenda Committee

- Contact councilchair@ucgpc.org to join a committee.

Join the UCGPC Get Out The Vote campaigns around election season. See Campaign 2020 for prior efforts.

Sign up for UCGPC In-Person Advocacy Trips to Sacramento, CA and Washington D.C

- UCGPC plans a legislative agenda each year in order to bring about better policies for all higher education students. Contact legislativeaffairs@ucgpc.org for more information.

A B O U T   U C G P C

The UC Graduate and Professional Council (UCGPC) is a student-run 501(c)4 status non-profit organization dedicated to improving the well-being of UC graduate and professional students and enriching their academic experience. Our organization was founded in 2018 and has made massive strides in representing UC graduate and professional students within the UC and externally to elected officials at all levels of government.

Our stated purpose and mission are to

- Provide a forum for expression and recognition of graduate and professional students' needs and rights within the University of California system,
- Promote the needs, rights, and interests of the current and future graduate and professional student body both to the University of California and to outside entities, including legislative bodies and government agencies,
- Support communication, cooperation, and collaboration among individual graduate and professional student associations on each campus.

Contact and Follow UCGPC!

Stay up to date with UCGPC activites by bookmarking https://www.ucgpc.org

Gwen Chodur at president@ucgpc.org or Victor Wang at councilchair@ucgpc.org.

Instagram: https://www.instagram.com/ucgpc/

Facebook: https://www.facebook.com/UCGPC/

Twitter: https://twitter.com/ucgpc

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