



Thank you for participating in today's events!
Here are some guidelines to help your session run smoothly.

First, understand that participants may come and go throughout your session. They are juggling their schedules to be there, so we need to be accommodating and flexible about this!

Establish ground rules:

- **We have an hour and a half to discuss the topic, and we will use six guiding questions to do so. That gives you 15 minutes for each question.**
 1. **Is something missing?**
 2. **Is there something that shouldn't be there?**
 3. **How are we doing "this" well at IUP?**
 4. **How can we improve "this" at IUP?**
 5. **What makes "this" distinctive at IUP?**
 6. **How could we better promote "this" aspect of IUP?**
- **Please stay on task! Ninety minutes will fly!**
- **Civility is paramount. It's OK to disagree; please do it respectfully.**
- **Please make sure everyone has the opportunity to share his or her opinions.**
- **If the facilitator is not available to report the group's findings at the 1:30 p.m. Plenary Session, please designate a person to do so!**

Roles and Responsibilities:

Facilitators – Your job is to guide the discussion. Begin with the prompt. Clarify if necessary. Help people agree to disagree. Keep the discussion on point. Keep revisiting the charge.

Process Monitors – Your primary job is to keep your eye on the clock! Only 15 minutes can be spent on each question. Please give a three-minute warning when the 15-minute mark is approaching, so the facilitator can wrap up and move to the next question. It is your responsibility to watch people's body language in the room also. Please make sure everyone is heard, and no one is shutting down! Also make sure that the facilitator isn't dominating the discussion. He or she is supposed to FACILITATE. Your final responsibility is to monitor the sign-in sheet for your session. Please make sure everyone who comes in and out signs the sign-in sheet. At the end of your session, please deliver the completed sign-in sheet to the registration table at the KCAC.

Scribes – It's your job to capture ALL of the important points that are made in your session. It's perfectly OK for you to stop and ask for clarification of a point, to make sure you're capturing it accurately. Please type your notes in bullet statements under each of the question headings. These are already formatted for you on your flash drive. At the end of the session, you need to save everything and deliver the flash drive to the registration table at the KCAC!

Present Findings (report out at plenary session) – Each presenter will have approximately five minutes to report out their concurrent session findings. Each group will also be provided time for full group discussion and commentary.