KPBSD Collaborative Instructional Team Meeting Roles

The Facilitator

Guides the team meeting to cover the agenda and to ease the accomplishment of agenda item tasks, while encouraging each member to take part in the interactions and maintain the group functioning as a working team.

Helpful Hints:
- Give directions for tasks.

- Use cooperative learning structures with specific instructions & gambits.

- Clarify/paraphrase team member(s) comments/input.

- Summarize discussions.

- Generate additional comments/answers/options/elaboration.

- Differentiate between team members' ideas and reasoning in order for everyone to understand how various viewpoints compare.

- When task calls for consensus, have back-up plan if consensus cannot be reached.

- If members disagree, check to see if they feel O.K. about trying it (the decision) for a specified amount of time, then reevaluating.

- Choices in conflict situations are: accommodate compromise, avoid, compete, & collaborate.

- Don't hurry ending process during brainstorming activities.

The Code Prompter

Prompts the team to work in accordance with the team's code.

Helpful hints:
- **Be polite:** Phrase your prompts as reminders rather than as accusations (e.g. "I'd like to go over our code for...", "Remember to...", or "As code prompter, I need to remind you to..."

- **Be fair:** If more than one team member seems to have difficulty following the code, remind the whole team rather than just one person (e.g. "I'd like to remind the team of ...", "We all need to remember..." or "It seems that we are having trouble with...").

- **Be discrete:** If just one person is having a lot of trouble with a certain rule, you may want to sit next to them and pass reminder notes or set up a signal to remind them they are breaking the code.

- **Be positive:** Be sure to comment when the team has done particularly well in following a particular rule (e.g. "We've all done really well at...", "I really like the way we have...", or "We've done a great job at...")

The Time Keeper/Jargon Buster

Monitors time allotted for each agenda item and to make sure that the meeting moves along and ends on time!! Ensures that team members avoid the use of education jargon and acronyms which may only be known to some and not all

Helpful hints:
- If an acronym is used and you suspect that some individuals do not know the meaning, stop the conversation and get clarification

- Simply say to the person who used an acronym or jargon, "can you clarify and tell us what that means/what that stands for?"

- Although it is important to teach people the language and the terminology associated with the technology, it is also important that it be shared in a way that lends itself to understanding. The jargon buster allows for clarification in a meeting and takes the pressure off someone who may not want to admit that he/she does not know something that is being discussed.

The Equalizer

Equalizes participation or ensures that the group members take turns and contribute. The point of having an equalizer is to make sure that those who do not take the floor get a chance to contribute and that those who may be reticent to participate are prompted to do so.

Helpful hints:
- Lead in phrases that the equalizer may use are: "That's very interesting *Name*. *Name* do you have anything to add?" OR "*Name* do you agree with the point that *Name* just made?"

- The Project staff often calls on a member of the team who has been silent or contributed very little on a particular item to give input and share thoughts.

- Additionally, we may thank a member of the team who has monopolized the conversation (usually this member feels strongly about the agenda item) and encourage them to allow others to share their thoughts.

- This role is crucial if you have members on a team who are very verbal and members who tend to keep to themselves unless asked their opinions.

The Recorder

Writes down group decisions and answers. Sometimes the role of the Recorder may be modified so that he/she is simply responsible for making sure things get recorded.

Helpful hints:
- If the recorder is following an agenda, he/she may want to write down each agenda item, and the discussion of that agenda item next to/underneath it.

- It is very important that the recorder be as detailed as possible when writing down any discussion that occurs in the meeting so that those who are absent can read the meeting minutes and have a clear picture of what was discussed at the meeting.

- Records all of the tasks/to do's generated during a meeting.

- Include the following information when writing a task; a) the task, b) who will do the task, c) when the task will be completed, d) how to evaluate that the task is completed.

- Before the meeting adjourns, the recorder reads the list aloud to ensure that all team members know their tasks.

- Additionally, the recorder monitors the distribution of tasks to ensure that the team keeps with the true spirit of collaboration through shared responsibility.

- At the beginning of the next meeting, the recorder reads the tasks from the previous meeting and records whether the task was complete or not.

The Rudder

Keeps the group on track, focused, and sticking to the agenda topic that the team is currently tackling. Much like a rudder on a sailboat, the keeper of the rudder ensures that the winds of bird-walking do not adversely affect the group while simultaneously allowing for incidental moments of bonding.

Helpful hints:
- Set as a ground rule a word or phrase that the group can use to bring the group back to the topic.

- Our staff simply says "rudder" and everyone knows what it means.