

# Facilitator Workshop Part 1

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March 16, 2023



# Today's Agenda

- Welcome and introductions
- Warmup Exercise: The Hallway Ask
- Project Overview
- Introduction to Facilitation
- Wrapping Up

## EXERCISE: THE HALLWAY ASK

Imagine you are a department chair who has just found out that you need to identify someone to represent the department on a College task force on student success. The position needs to be filled immediately. You walk down the hallway of your department, and you see the office doors of six faculty members.

The doors of the first three offices are open. These offices belong to the following faculty members with the associated characteristics:

- Dan is an associate professor who does good research but tends to say “no” to protect his time for research when he is asked to take on additional teaching or service tasks.
- Amanda is a full professor who has a strong research agenda. She is known as an abrasive teacher and committee member but is also detailed and good at getting things done.
- Elizabeth is an associate professor with strong research who everyone likes. She will likely say yes and complete the work well.

The other three doors, which belong to faculty members Marian, Damian, and Josh, are closed. You do not know if these faculty members are in their offices or not.

**As a department chair, who of these six faculty members would you ask to take on this important role?**

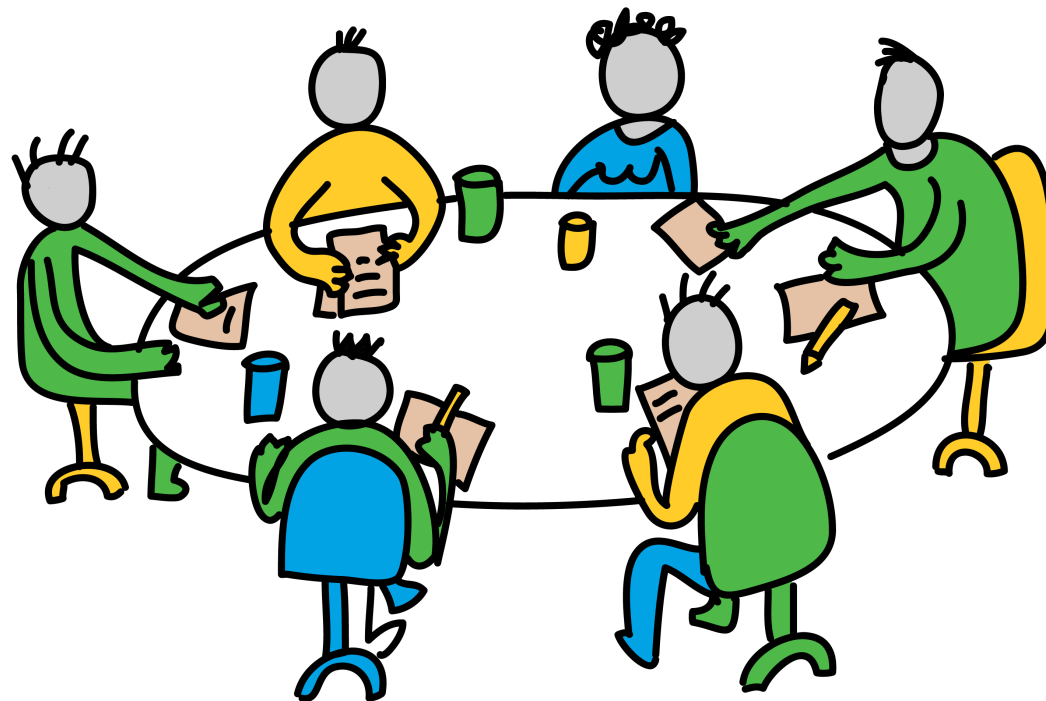
# Department Activities

- Activity 1 – March Kickoff Meeting
- Activity 2 – Getting to know Department Data (April, early May)
- Activity 3 – Identifying priorities (fall 2023 – September/October)
- Activity 4 – Department Action Plan (fall 2023- October/November)
- Beyond fall 2023 – putting plan into operation

# Department Activities

- Strategies to keep workload manageable for department members
  - ADVANCE team will do much of heavy lifting on data collection/organizing
  - ADVANCE team will work with facilitators on adapting exercises
  - Keep most activities to regular department meeting time slots, with follow-ups when necessary
  - Small incentives (caffeine and food!)

# So what does a facilitator do?



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# Some Core Principles

- Everyone participates
- All voices heard and respected (even when we disagree)
- Assume everyone is trying their best
- Facilitator can share opinions and views – but your voice is no more important than other group members
- Facilitator provides structure to conversations
- Respect people's time
- Apply confidentiality
- Decide in advance how discussion will be recorded and reported

# Some Core Principles: Ground Rules

- Ground rules help in achieving desired outcomes
- Can let a group decide what they should be; this offers practice in building consensus
- Examples:
  - Let everyone speak at least once before taking a second turn
  - Practice active listening
  - Collect all ideas without shooting them down
  - Don't share individual information outside of the group



## Let's practice

- We'll go back to small groups
- One person volunteer to facilitate; another to record and report
- What are three or four things that group members would like to see change when it comes to the way work is assigned or distributed in their department?

# Wrapping up

- Next meeting?
- Homework
  - Attend the March 20 kickoff
  - Read the materials in the folder I will be sharing with you
    - Presentations from the ADVANCE team at U Mass
    - Worksheets from the Faculty Workload and Rewards project
    - Report on Equity-minded Faculty Workloads