



Roundtable Protocol

1. Introductions (5 minutes)
 - a. Host
 - i. Name, Job
 - b. Introduce Table Guests
 - i. Starting to the right, state name and Job
2. Assign roles: (2 minutes)
 - a. Time keeper – Ensure the table sticks to the time allotted for each section
 - b. Note taker – collects notes throughout the discussion to share with the table guests when finished
 - c. Process Observer – ensures all table guests follow established norms
3. Norms: (5 minutes) This roundtable is rooted in collective understanding, normative value is important
 - a. Host states norms
 - i. One person speaks at a time
 - ii. speak your truth
 - iii. Our collective knowledge is better than our individual knowledge
 - iv. Expect and accept nonclosure
 - b. Host asks for any additional norms to add from the group
4. Define the Topic (10 Minutes)
 - a. Host states the topic and defines it as they understand it
 - b. A brief discussion is held with the table guests to come to an understanding of the topic
5. Why the table topic: (15 minutes)
 - a. Each table member describes why they chose this topic
 - b. Each table member relates this topic to their interaction with schools
6. What we know: (20 minutes)
 - a. Table members create a collective understanding of “what they know” to be factual and true about the topic
 - b. Note taker compiles where disagreements occur
7. What we need to know (10 minutes)
 - a. Table members suggest or state solutions or resources to disagreements
 - b. Note take compiles resources
8. Ending: (5 Minutes)
 - a. Host ensure contact information for the group is given to the note taker so the resources and notes can be shared