

Roundtable Protocol

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