Academy for Faculty Advancement Learning Community Members’ Roles

Facilitator
- **Learning Goal:** to develop skills to effectively facilitate group communication across different personality/communication styles, and to keep the group focused on group’s objective(s)
- **Role includes:**
  - Stay aware of member’s involvement in the group discussion
  - Use time effectively to achieve goals
  - Understand when to be focused and when to be flexible with meeting content and flow
  - For a helpful guide to facilitating effective group discussion, please see https://www.brown.edu/about/administration/sheridan-center/teaching-learning/effective-classroom-practices/discussions-seminars/facilitating

Time keeper
- **Learning Goal:** help manage time without being disruptive to group dynamics and learning
- **Role includes:**
  - Foster awareness in group about how the time is being utilized
  - Effectively communicate how time is being used to the group

Observer
- **Learning Goal:** share observations from a place of curiosity (as opposed to judgment) to help foster effective group dynamic and process
- **Role includes:**
  - Observe verbal and non-verbal group dynamics
  - Frame observations about group dynamics to help group be self-reflective (e.g., some group members tend to speak more often while others are very quiet; some members appear distracted)
    - The intent is not to call out individuals about their behavior, but to foster awareness about group dynamics so that the group can decide if changes to facilitation or agenda should be made for future meetings.
  - Observer can provide observations of group dynamics throughout the meeting, if he/she sees an issue that needs to be addressed immediately, or may wait until the end of the meeting to share.

Recorder of commitments
- **Learning Goal:** succinctly summarize the key points that each group member agrees to complete prior to the next session
- **Role includes:**
  - Record what each group member commits to accomplishing before the next session
  - Send an email with all commitments succinctly summarized (1-2 lines/person) to the learning community within 24 hours after the session
  - Ensure that commitments are articulated in SMART goal framework

Out of the box thinker
- **Learning Goal:** learn to frame alternative perspectives in a way that can be heard by others
- **Role includes:**
  - Foster innovation. Identify and effectively communicate alternative perspectives
  - Help the group resist group think, and enable the group to give voice to other perspectives

Pinch hitter
- **Learning Goal:** develop skills to be able to fill any role in a meeting, as need be
- **Role includes:**
  - Fill in the role of any member of the group if he/she gets called out of the room during the LC session
  - Practice flexibility and adaptability in assuming new roles quickly

Faculty Resource (core program faculty)
- **Role includes:**
  - Serve as a resource to the learning community by invitation if specific questions are posed
  - Not group leader or facilitator
  - Support healthy group dynamics by ensuring observations are framed from a place of curiosity, not judgment.
  - Available for off line conversations with members of the Learning Community