



## Example of a CLIP Recruitment Meeting

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### **Purpose**

The 1.5 – 2 hour meeting is designed to bring together people who have expressed an interest in joining a CLIP in a format that lets them meet each other and talk about what they might investigate in a CLIP. Some liken it to “speed-dating.”

### **Objectives**

The desired outcomes by the end of the meeting are:

- Some participants decide to form a CLIP based on meeting other people with a shared interest in a question they want to investigate. They identify their inquiry question to serve as the basis of a CLIP application.
- A person volunteers to become the Facilitator of a proposed CLIP and takes the lead on submitting a CLIP application.
- CLIP Guide learns the names of people who may have an interest in participating in CLIPs.
- CLIP Guide learns the names of people who are interested in supporting or contributing to a CLIP through other means than participation in a CLIP.
- CLIP Guide learns the names of individuals who did not come to the meeting but may be interested in participating at some level in a CLIP.

### **Set-Up:**

1. Arrange for a meal or snacks in a large conference room.
2. Set up a Welcome table with name tags and blank sticky notes.
3. Post the question (e.g., on a flipchart page) near the table: “What significant question would you like to investigate about student success at [your college]?”
4. Arrange flip charts on one side of the room and a corresponding number of large round tables in the center of the room. Label the flip charts “1, 2, 3...” and the tables “1, 2, 3....”
5. CLIP Interest Map. The CLIP Interest Map is a flipchart page with four large circles in which participants could write. Each circle has one of these labels: *CLIP member-yes*; *CLIP member-maybe: Support CLIP (how)*; and *Others who may be interested*. If a person knew they wanted to be a member of a CLIP on this topic, they

would put their name in the *CLIP Member-Yes* circle. If they thought they might be interested but aren't sure, they would put their name in the *CLIP member-maybe* circle. If they do not want to be a part of a CLIP but want to be helpful to a CLIP that might be formed around this topic, they put their name in the *Support CLIP (how)* circle and indicate how they think they could be supportive of such a CLIP. If they know of other people who might be interested in a CLIP on the topic, they write those names in the *Others who may be interested* circle.

### **Procedure:**

1. Welcome each participant. Provide them a copy of the agenda and direct them to the Welcome table.
2. Give each participant a sticky note on which to write a question in response to the question on the large display.
3. Ask participants to place their sticky note on one of the flip charts. They choose the flip chart that contains responses most similar to their own or, if no questions are like theirs, they start a new chart. (This helps cluster the questions and sets it up so people with similar questions are seated together.)
4. Ask participants to sit at the table whose number corresponds to the number of the flip chart on which they placed their post-it note.
5. Give an overview of CLIPs.
6. Provide an overview of the process for the meeting. Explain that they will participate in three round-robin discussions of questions, first at their current table and then at two other tables. Describe the CLIP Interest Map. Explain that it is okay to leave the meeting without putting any names in any of these circles.
7. Ask participants to introduce themselves and to discuss the similarities and differences in their questions. Ask them to come up with one to two questions that they would particularly like to study. In the process of this 20-minute discussion, they share their own thinking and get new perspectives.
8. Ask participants at each table to choose a spokesperson to report the group's findings to the rest of the participants. Have participants move to the table where the topic is of most interest. (This may mean staying at the first table or moving to another table.)
9. Ask participants to write out their question(s) on a flipchart page and to fill out the CLIP Interest Map.
10. Ask each table spokesperson to report on the discussion at the table and state the question(s) that the group is interested in discussing further. Participants have one more chance to change groups if they so desire.

11. Explain briefly the CLIP application process. Ask prospective CLIP Facilitators to take the CLIP Interest Charts. Provide them with a CLIP application form.
12. Thank everyone for their participation. Ask them to fill out a feedback questionnaire. Encourage them to contact you with questions or with additional information.

### Sample Agenda

<b>Time</b>	<b>Activity</b>
11:30-noon (45 minutes)	Participants write questions. Participants post questions. Participants get lunch and take seat at appropriate table. CLIP Guide provides CLIP overview.
noon-12:30 p.m. (30 minutes)	Participants engage in first round of discussions. Spokespersons report findings and participants move to next table.
12:30-1:00 p.m.(30 minutes)	Participants engage in second round of discussions and fill out the CLIP Interest Map. Spokespersons report findings and participants move to table of most interest.
1:00-1:20 p.m. (20 minutes)	Possible CLIPs that have formed complete their discussion and plan next steps. CLIP Guide informally talks with each group about the next steps.
1:20-1:30 p.m. (10 minutes)	CLIP Guide collects evaluative feedback about meeting, CLIP Interest Maps, and explains next steps.
1:30 p.m.	<b>Closing</b>