



## Roles of CLIP Members

---

**Participants:** All CLIP members actively participate in CLIP discussions and contribute to the shared learning and products of the CLIP. As such, they abide by the guiding principles of the CLIP, striving to create a safe, trusting environment within the CLIP as they develop their own evaluative inquiry skills and knowledge. In their interaction with each other, they share information, tacit knowledge, personal insights, and experiences.

**Facilitator:** The facilitator applies group processes to help participants sustain meaningful and healthy communication while attending to timelines and fulfilling shared responsibilities. The CLIP facilitator serves at the will of the community. During meetings, the facilitator's role is to draw out the reticent, manage the overly dominant, and ensure dissenting points of view are heard and understood. With the assent of the community, the facilitator also poses questions to further discussion and keeps discussions on topic.

**Observer:** This role is designed to encourage reflection and help the CLIP members continuously improve their collaborative work. At a meeting or work session, the observer takes notes on group dynamics and how well the group adheres to its ground rules and accomplishes tasks laid out in the agenda. At the mid-point or toward the end of the meeting, the observer leads a discussion about these observations. The observer also works with the Recorder to prepare a summary of the meeting.

**Recorder:** The member who assumes this role for a meeting or work session writes down the essential points of the community's discussion on display sheets that everyone can see. The Recorder may use different colors or symbols to highlight points made during the meeting such as assignment of tasks, decisions, or next steps. After a meeting or work session, the Recorder prepares a summary, plus any other notes and support materials that document the CLIP work. These materials are likely to be useful in preparing the final report and/or in future inquiries. If the group does not have a liaison to outside stakeholders (see below), the Recorder may also distribute summaries and timely reports to other stakeholders.

**Time Keeper:** The member who takes on this role helps the CLIP manage the time limits for each task during a meeting or work session. The time keeper informs participants of the time remaining for each task and helps CLIP members renegotiate timelines when necessary.

**Liaison to Outside Stakeholders:** At times, a CLIP may want to designate one person to keep outside stakeholders informed. The liaison distributes summary reports of meetings, plus other pertinent reports, to designated stakeholders and displays summaries in key places in the college. The liaison may also arrange for getting the

input of outside stakeholders at key points in the inquiry, such as when the CLIP is making a decision that will significantly impact or interest the larger community.

### **Tips for Scribes:**

- Use key words.
- Ensure that words accurately reflect speaker's meaning.
- Make changes as people revise ideas by inserting new words or crossing out discarded points.
- Use consistent symbols and colors to differentiate key points (e.g., green for action steps; a "star" to indicate a decision).
- Use visual representations, charts, lists when appropriate to convey information.
- Date and number all sheets of notes.
- Keep a notebook of pertinent information, including summary reports of all meetings.
- Store all supporting documentation, including notes, for easy retrieval.

### **Tips for Observer when Leading Debriefing Discussion:**

- Decide whether to hold the debriefing at the mid-point or end of the meeting.  
*(A mid-point debriefing allows people to discuss sensitive issues when they are fresh and gives them the chance to use some of the suggestions in the rest of the meeting. An end-of-meeting debriefing allows you to cover the meeting in its entirety, though members may be ready to hasten the process and finish the meeting. )*
- Encourage an attitude of open, respectful dialogue.
- Share observations and ask questions about how well people are using decision-making strategies to address issues.
- Share observations and ask questions about how people are interacting with each other.
- Share observations and ask questions about how well participants are handling the tasks and follow-up set out in the agenda.
- Give everyone a chance to speak.
- If it seems useful to keep response anonymous, ask CLIP members to write answers to a question or comment on the meeting.