



# COLLEGE ADVANCEMENT MEETING

8/31/2011

3:00 – 4:30pm

**Location:** VIL 9-03

**Facilitator:** Estella Castillo-Garrison

**Attendees:** Ana Maria Cobos, Eric Garant, Jerry Hannula, Jennifer Hedgecock, Leslie Humphrey-Quirk, Hiro Konishi, Jennie McCue, Sandra Marzilli, Bart McHenry, Terence Nelson, James Pyle, Jan Ventura, Kerisa Ward, Amy Wheeler  
Nicole Ortega - Researcher

**Pre-meeting:**

**Please read:** CAPG Emails

**Please bring:** (recommended) Binder for paperwork

## AGENDA ITEMS

Topic	Presenter	Time allotted
✓ Welcome	Chair	
✓ Review of Collaborative Norms	Committee	
✓ Planning & Budget Steering Committee (PBSC) Report	Chair	
✓ Status Report of the Implementation Process/Plan	Chair/Responsible Person(s)	
✓ Year 2 Timeline	Chair	
✓ Establish Fall 2011 meeting schedule	Committee	
✓		
✓		
✓		

## OTHER INFORMATION

**Next Meeting:** TBD

**Visitors:**

**Resources:**

**Special notes:**

# Seven Norms of Collaboration

## 1. Promoting a Spirit of Inquiry

Exploring perceptions, assumptions, beliefs, and interpretations promotes the development of understanding. Inquiring into the ideas of others before advocating for one's own ideas is important to productive dialogue and discussion.

## 2. Pausing

Pausing before responding or asking a question allows time for thinking and enhances dialogue, discussion, and decision-making.

## 3. Paraphrasing

Using a paraphrase starter that is comfortable for you – “So...” or “As you are...” or “You’re thinking...” – and following the starter with an efficient paraphrase assists members of the group in hearing and understanding one another as they converse and make decisions.

## 4. Probing

Using gentle open-ended probes or inquiries – “Please say more about...” or “I’m interested in...” or “I’d like to hear more about...” or “Then you are saying...” increases the clarity and precision of the group’s thinking.

## 5. Putting ideas on the Table

Ideas are the heart of meaningful dialogue and discussion. Label the intention of your comments. For example: “Here is one idea...” or “One thought I have is...” or “Here is a possible approach...” or “Another consideration might be...”.

## 6. Paying Attention to Self and Others

Meaningful dialogue and discussion are facilitated when each group member is conscious of self and of others, and is aware of what (s)he is saying and how it is said as well as how others are responding. This includes paying attention to learning styles when planning, facilitating, and participating in group meetings and conversations.

## 7. Presuming Positive Intentions

Assuming that others’ intentions are positive promotes and facilitates meaningful dialogue and discussion, and prevents unintentional put-downs. Using positive intentions in speech is one manifestation of this norm.

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