

TPSE Math Chairs +1

Breakout Session Norms and Roles

Norms

- Begin and end on time
- Everyone participates
- Communicate openly and honestly
- Use specific examples and agree on definitions
- Respect each other and listen for understanding
- Remember, you're part of something bigger than yourself with a focus on the students
- Allow for wait time—a strategy to encourage participation
- Honor requests for additional thinking time so everyone can participate
- Presume positive intentions

Roles*

Discussion Leader	Facilitator
<ul style="list-style-type: none">• Lead the session toward productive outcomes using the Discussion Questions• Engage in discussion, but take care to ensure that session participants do most of the talking.• Provide clarification when needed.• Answer questions from the group• Summarize decisions and discussions• Monitor progress• Manage the time• Ensure all participate	<ul style="list-style-type: none">• Support the Discussion Leader in moving the discussion to productive outcomes• Intervene when necessary. For example,• If the participants are spending too much time on one question or topic.• If only one person is talking.• To help clarify a point.• Establish the session structure and set norms for discussion• Take notes to help develop the session report• Capture the institutional highlights, key ideas and questions of the session• Manage the time and inform the Discussion Leader and/or the group of the time remaining• Ensure all participate

*There is intentional overlap between the responsibilities of the Discussion Leader and the Facilitator.