



## Responsibilities of Fellows & Faculty in Summer Conferences

In the A+ network we believe that truly collaborative planning and engaging instruction that integrates arts concepts and experiences, make for strong teaching and learning. In A+ professional development our collaboration as a team and our facilitation methods mirror that philosophy. (“We practice what we preach.”) Those thoughts give guidance then, not only to what we do in our summer work, but also to how we do it.

Described below are responsibilities of summer conference teams, including Fellows, Faculty, and team “Team Facilitator:”

### Team Facilitator

Each school’s assigned team will have a designated “contact person.” This person is not to be construed as a “team leader.” The contact person will be A+ staff’s first contact to the team and responsible to see that each team member and Program Director are copied in all emails and stay abreast of all communication and planning. REMEMBER: There are only two Fellows per team. Everyone must be accountable for sharing the work.

### Faculty and Fellows

Fellows on each team are all equally responsible for the planning and facilitation for their assigned school’s summer conference/institute and the support of their teammates. Throughout planning and facilitation Fellows will serve as “mentors” to Faculty entering the network. A+ Faculty are members of the team. Faculty members will be “process observers” for the team and will share observations with them. In the course of the conference or institute as Faculty members feel prepared to help with such duties as energizers and reflections they can take on those responsibilities as determined by the team. This “apprentice-like” model allows for a unique opportunity to learn both A+ philosophy and facilitation techniques in a supportive and less pressured environment that honors individual entry points. Care is needed on the part of Faculty and Fellows to be sure that Faculty are not placed in a position that will compromise either the apprentice process of the Faculty member or the learning process of the school being served.

### The Team

Each team by design will have a variety of experiences and expertise among its members. Each team will work with the information from their school’s pre-conference meeting, for returning schools, and from the 5-day institute framework, for new schools. The variety of expertise within each team will allow for shared decision making and multiple hierarchies to emerge with different members leading different segments as needed and appropriate. The team’s responsibilities during planning will be to:

- Compile information from pre-conference planning forms and school profiles;
- Use that information to plan collaboratively at the spring retreat and during post-retreat planning through email, phone conversations, etc. (Remember group process roles.);
- Create a checklist of tasks and the responsible team member for each task;
- Submit completed Frameworks on time to Program Director;
- Respond to emails within 24 hours or as agreed by the team;
- Notify team members if you will be “out of pocket.”

During the conference the team will:

- Carry out plans as per Framework;
- Collaborate to respond to additional feedback and information gained in the process;
- Submit completed Reflections from participants and team members;
- Assist the school in creating goals and an action plan to take home;
- Submit the School Sessions Summary including the school’s goals, action plan and guidelines.