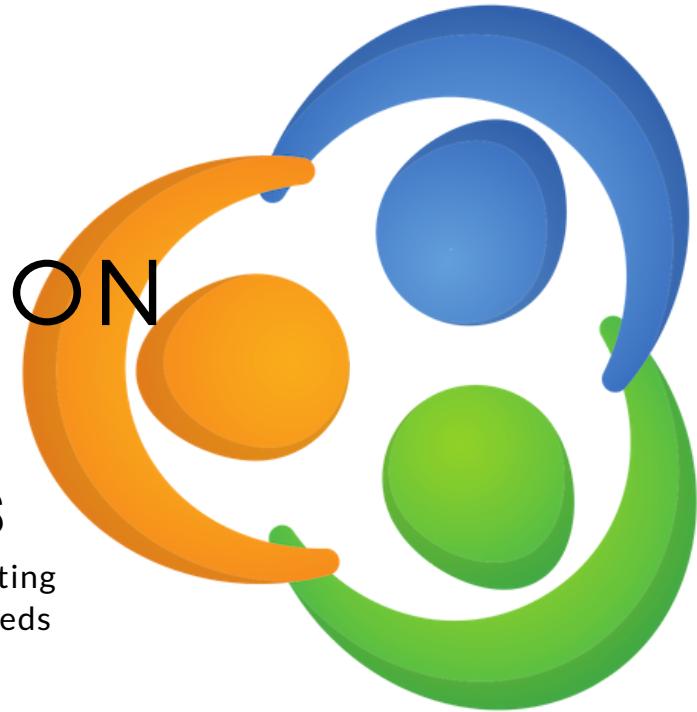


NEWARK

peer-learning +

COLLABORATION

FUND FACILITATED BY THE CENTER FOR COOPERATIVE MEDIA
AT MONTCLAIR STATE UNIVERSITY
SUPPORTED BY DEMOCRACY FUND



HIERARCHY BREAKOUT GOALS

- Introduce people in a smaller-group setting
- Discuss the hierarchy of information needs

GROUND RULES

- One person will take notes.
- Each group will have 20 minutes.
- Facilitators will encourage their groups to use a "move up, move back" approach to create space for everyone in the group to share, reminding people who are avid talkers they'll need to limit themselves in order to allow time for everyone to speak.
- Facilitators will call on people in alphabetical order by either first or last name.
- Each person will have a time limit for speaking.
- Facilitators will encourage conversations to continue in the chat, or encourage someone with a long point they would like to make to share it there.

9:40

INTRODUCTIONS

- Start your group by allowing everyone time to introduce themselves very briefly.
- Name someone as your breakout group's notetaker who is comfortable sharing back to the entire group when we reconvene. Each breakout group will be asked to name a few things to add to each layer when we create Newark's hierarchy back together with the entire group.
- Let your group know which breakout group you are (1, 2, 3, etc.)
- Note your group will get periodic time warnings from Joe.

9:45

DISCUSSION

- Going layer by layer, allow your room to name things they would put on each layer. You can choose to start at the top or the bottom.
- Go through your room in alphabetical order to prompt folks to share.
- You may need to gently move the discussion along if folks get stuck on a point.
- It's OK to have some topics or issues that straddle layers.

10:00

RECONVENE

Joe will end the breakout rooms and everyone will come back together to create Newark's hierarchy of info needs.