

March 2, 2004

Design Principles and Procedures That Guide the Work of the Learning Evidence Team

Formulated from the input of the members of the team; to be used to assess the effectiveness of the work of the team.

SCOPE

Our work will be:

- *focused on significant questions.*
- *information-based.*
- *intellectually rich.*
- *proactive rather than reactive.*
- *realistic.*
- *in-depth.*

STRUCTURE

Our work sessions will:

- *start and end on time.*
- *be guided by a clear, meaningful agenda with specific goals.*
- *allow time for in-depth discussion and analysis.*
- *stay on task.*

ENVIRONMENT

Our work sessions will be:

- *characterized by careful listening.*
- *focused on honest, productive dialog from each member of the team.*
- *an exemplar of the highest form of civil discourse.*
- *creative, humorous, and fun.*
- *made more congenial by snacks and drinks provided by team members.*

RESPONSIBILITY

Our responsibilities to the College and to each other are:

- *to respect each other as equals.*
- *to share leadership.*
- *to be prepared for each work session.*
- *to stay on topic.*
- *to express ourselves as concisely and precisely as possible.*
- *to suspend judgment on an idea until we have had time to think it through.*
- *to be thorough and timely.*
- *to wholeheartedly support the decisions of the group.*
- *to be creative and think outside the box.*
- *to assess our progress in meeting our goals.*

OUTCOMES

The outcomes we strive for are:

- *to act on what we have learned.*
- *to set milestones to measure our progress.*
- *to celebrate the accomplishments of this team and of the College.*
- *to ensure our work meets the standards of scholarship.*