**CCSF: Collective Collaboration for a Shared Future**

***Participant Guidelines***

During this workshop, we respectfully request that participants read and honor the following Participant Guidelines. Our gathering is a diverse one, with representatives from all the College’s constituent groups; participants have chosen to take a day outside of their normal work week in order to participate in these discussions and share their thoughts. There will be broad range of experiences and viewpoints. So much of what we are trying to accomplish at this workshop involves building constructive relationships to solve challenging problems faced by the College. Positive attitudes will serve as the glue to hold it all together.

While we do not want to dictate behavior or in any way limit expression, we offer the following guidelines as a starting point for collaboration and community building during the workshop and request your assistance with the following:

* **Demonstrate respect for others at all times.**  
  Effective sharing and learning can only take place when interactions are built on a foundation of respect for others. It will never be acceptable to insult others or demonstrate disrespect, even in moments of philosophical disagreement and passionate exchange. Please refrain from side conversations while others are speaking, and honor the courage and trust it requires to speak authentically to others.
* **Include everyone in the small group discussions.**   
  This workshop should not be viewed as a competition to prove who is most knowledgeable, but rather as an opportunity to broaden our networks of skill, collaboration and understanding. Strive to ensure that no one is left out, introduce yourself to strangers early and often, and speak in language that is accessible to all. In particular, please define acronyms and technical jargon when using them in discussion.
* **Ask questions early and often.**   
  Participants should feel free to ask any question at any time; there shall be no such thing as a stupid question.
* **Embrace a spirit of sharing.**  
  We believe that everyone is an expert in his or her own realm. Please encourage each participant to contribute his or her wisdom to the mix. Breaking down barriers between the vague notions of novice and expert will be the order of the day; all of us know something and none of us knows everything.
* **Share first, debate later.**  
  Many among us possess strong beliefs on matters of education, administration, policy, politics, philosophy and community. While the organizers endorse debate as a key component in building understanding, we ask that, during this workshop, participants focus on finding common ground for sharing due to limited time afforded to us, and endeavor to postpone debate to a venue outside the workshop with more time and with others who would welcome the debate.
* **Help us to realize the full potential of this gathering.**   
  Gestures of support such as encouraging someone to speak up, helping someone articulate his or her thoughts, even a smile or a nod can increase the likelihood of a successful gathering and positive experience for everyone. Our belief is that relationship building and dialog are fundamental parts of a vibrant and effective educational community.   
    
  Adapted from *AspirationTech Participant Guidelines*:   
  https://p2pu.org/en/courses/77/content/837/ (See Example 2.)