Conversation Kit – SRCA Foundation Plan

A Guide to Holding your own Conversation

## One of the opportunities for individuals and groups to provide input on VIU’s 2022-27 Scholarship, Research and Creative Activity Plan is to host a group conversation and then provide summary notes on the outcomes. This can be done in person or via zoom. This document is intended to help guide your conversation and clarify the process for submission of your notes. If you are hosting a conversation, please send your input to [srca@viu.ca](mailto:srca@viu.ca) by December 15th, 2021.

## Prepare for the session

* Invite your group to a conversation meeting via zoom or in person.
* Share with your group these three questions in advance:
  + **Stories.** We are interested in collecting stories about faculty and student engagement in SRCA at VIU so we know what is happening and what impacts result.
    - Can you share a story where you were engaged in an SRCA activity? Who was involved, why and what were the outcomes?
  + **Lessons learned**. Each time we engage in SRCA, we have an opportunity to learn about what works and what can be enhanced in our environment to enable SRCA to flourish.
    - What lessons have you learned about what enables or supports successful SRCA activity at VIU?
    - Conversely, what lessons have you learned about barriers that exist for faculty or students that are engaged in SRCA at VIU that need to be removed?
  + **Vision.** Imagine it is the year 2027. VIU has been highly successful in creating an environment and culture that supports SRCA. What are three things that you notice?”
* Encourage people to think about their answers ahead of time. They can start drafting their answers if they wish. You may want to ask them to send their comments to you after the meeting to help collate a group response or, alternatively, they can submit their ideas directly as well.
* Identify a moderator for the session to guide the discussion.
* Identify a recorder for the session to take notes on the discussion or to gather the input from the members of the group and collate the response/submission following the meeting.

## Welcome your group and explain the approach

1. minutes]

* Welcome your group to the conversation with the key message that their stories and ideas are the building blocks of the 2022-27 SRCA Plan. This conversation is meant to capture those reflections.
* Explain the process to follow. If using Zoom and depending on the size of your group, you may want to use break out rooms to capture ideas on each of the three conversation topics. If you are a smaller group, you may want to gather input from the whole group at the same time.

## Launch the conversation

(35 minutes)

* Ask everyone to focus on the three questions identified above.
* Ensure the recorder is capturing key ideas from the group if making a group submission.
* Monitor time to allow discussion on each of the three questions.

## Gather the reflections

(10 minutes)

* Let the group know that the final 10 minutes is designed to collect some of the main themes.
  + Ask people to share some of the **responses to the three questions.**

## Close

* Thank the group for their insights.
* Clarify next steps for the input that has been shared (group submission or individual submissions). Encourage people to submit their notes to the recorder if you are compiling a group submission. Alternatively, individuals can also share their own submission.
* All submissions should be sent to [srca@viu.ca](mailto:srca@viu.ca)