

# Facilitator Guide

To begin, think about who has the time to organize and convene assessment team members – either a single individual or group of individuals to serve as facilitator(s) of the three-step Assessment Process. Facilitators need to plan, compile *initial* assessment responses, facilitate discussions, and submit a *final* assessment to AzCAN. Facilitators may also complete the assessment.

## Plan

- Identify the focus of the assessment (e.g., an individual program, multiple programs within the same organization, multiple programs across organizations).
- Identify the team members who will engage in the Assessment Process. There is no “ideal” number of team members. Consider a variety of team members who can speak to the quality of programming and organizational capacity (e.g., front-line staff, administrators, and executive leadership).
- Develop a timeline for taking team members through the Assessment Process. To maintain momentum, it is best to contain the full Assessment Process within a one-month timeframe. Scheduling time for team members to come together is an important part of facilitation.
- If taking the online version of the initial assessment, [register your team with AzCAN](#), then [send the assessment link](#) to all team members.

## Introduce the Standards and Assessment Process

- Introduce the AzCAN Standards and Assessment Process to team members, including sharing the goals of the Assessment Process, the expectations of team members, and the timeline.
- Ask team members to familiarize themselves with the “At a Glance” table (Section 4), and in particular, the AzCAN Standards.
- If this is the first time completing the Assessment Process, or team members are not familiar with the AzCAN Standards, spend time discussing the Standards to understand how team members interpret them.

## Take Initial Assessment

- Share the hard copy of the assessment with your team, or e-mail the assessment link to all team members.
- Ask team members to take 20-30 minutes to complete the assessment, submit the results, and print a copy for themselves.

### **Note:**

*If team members are completing a hard copy assessment, make sure clear instructions and mechanisms are in place to receive assessments.*

# Facilitator Guide (Continued)

## Compile Results

- Make sure that all participants have completed the assessment online, or have submitted completed hard copy assessments to the facilitator.
- If administering the online assessment, you will receive a summary of compiled results from AzCAN.

**Note:**

*If administering the hard copy assessment, the facilitator is responsible for compiling results.*

- Ensure the confidentiality of individual participant responses when compiling results.

## Discuss

- Before the discussion, select key questions from the Discussion Guide based on your program or organization's priorities.
- Designate a note taker for the discussion. This will help the team capture ideas shared and inform action planning.
- Share and review the compiled results from individual assessments.

**Note:**

*As a starting point, spend the first portion of the discussion presenting the results, answering the "What" questions. This will allow more time to discuss the "So What" and "Now What" questions.*

- Use the Discussion Guide included in this toolkit (Step 2) to engage team members in reflective discussions focusing on students, program quality, and organizational capacity – and identify areas to strengthen.

**Note:**

*The amount of time the group takes to work through the full group discussion will vary depending on the size of the group, the level of agreement, and other contextual factors, including the program/organization's mission and strategic priorities.*

- Through the discussion, come to a consensus on one set of final assessment responses for your program or organization to submit to AzCAN.

# Facilitator Guide (Continued)



## Alternative Scenario:

In some cases, an individual may engage in the Assessment Process independently. While it is recommended that at least two individuals participate in this process together, an individual can use the group processes highlighted here to reflect independently on assessment results.

## Action Planning

- Review notes from the team discussion. Identify and prioritize specific actions that can address the key issues/desired changes which emerged from the discussion.
- Engage your full team in a discussion to complete the *Now What Action Planning Worksheet* (Step 3).
- Be sure the team is as thorough as possible, including assigning roles and responsibilities and timeline goals.
- Discuss how often your program or organization will revisit the Assessment Process, track progress, and refine the *Now What Action Planning Worksheet*.
- Use this discussion to ensure sustained consensus on the final assessment responses for your program or organization to submit to AzCAN.

## Submit Final Assessment

- Following the discussion and action planning, [submit a final assessment to AzCAN](#).
- Indicate whether you would like to serve as a resource to other programs for specific standards, or whether you are interested in partnering with organizations or programs that have specific expertise.

**Note:**

**The information organizations submit will remain confidential.** Assessment results will help AzCAN and member organizations better understand the Arizona college access and success landscape. AzCAN will use this information to identify where common needs, gaps, and opportunities for additional support might exist.