

## Reflective Protocols for Community Partnership Team

### Objective

To facilitate reflective discussions within the Community Partnership Team—which consists of K–12 leaders, higher education representatives, and industry professionals—to assess the progress, challenges, and future direction of the partnership.

### Instructions

1. Set aside dedicated time for a reflective session, ensuring that all team members can participate fully.
2. Create a safe and inclusive environment where everyone feels comfortable expressing their thoughts and opinions.
3. Assign a facilitator who will guide the reflective process and keep the discussion focused.
4. Encourage active listening and open-mindedness among all participants.
5. Use the ideas and sample protocols (beginning on page 2) to guide the reflective discussion. To select the appropriate protocol, consider the communication style of all involved in the discussion.
6. Encourage team members to share their reflections openly, taking turns to provide insights, ideas, and suggestions.
7. Summarize key points and identify actionable steps for implementation based on the discussions.
8. Ensure that all team members feel heard and valued throughout the process.
9. Document the reflective session's outcomes, including key takeaways, action items, and any agreements reached.
10. Follow up on the action items and regularly revisit the reflective protocols to assess progress and adjust as needed.

## Stop Light Reflection Protocol

Use this simple protocol with your team to discuss what is working well, what might need more thought, and what is not working well at all.



**RED** – What is **NOT** working well, and we need to **STOP** doing?

**YELLOW** – What might need to be adjusted? What do we need to think about more?

**GREEN** – What is working well, and we should continue?

## What? So What? Now What? Protocol

This basic framework for reflection requires you to ask three simple questions of yourself and your team.

### What?

Describe the activities from your project.

- What happened?
- What were you trying to achieve?
- What were everyone's roles?
- What was good/bad?

### So What?

Listen to other people's ideas, thoughts, opinions, and theories. Explore and discuss.

- What could you have done differently to get a more desirable outcome?
- Why do you think it worked or didn't work?

### Now What?

Set an action plan for the next time. Be concrete about what the team thinks should be done differently.

- How do we improve?
- What needs to happen to make these changes?

## Four F's Protocol

Use the Four F's protocol with your team to discuss what is working well, how the project has been beneficial, what aspects need more thought, and what you would like to see incorporated into your work moving forward.

### Facts

Objective thoughts about what happened.

- What was the most interesting, memorable, or different?
- Make a short "news report" telling the facts.
- What happened? Where there any surprises?
- What didn't happen that you hoped would happen?

### Feelings

Reactions to the situation.

- How did you feel about it?
- What were the highs and lows?
- What did students say about it?

### Findings

Concrete learning from the experience.

- Why do you think it worked (or didn't work)?
- Were any opportunities missed?
- What were the most valuable and least valuable?
- What feedback from others did you receive?

### Future

Structure the learning to use it for future.

- How do you imagine it next time?
- What plans would you recommend from your findings?

## Guided Discussion Questions

Use the following questions to have a guided discussion with your team:

### Progress Assessment

- What were the initial goals and objectives of the partnership?
- How have we progressed toward achieving those goals?
- What specific accomplishments or milestones have we achieved?
- In what area did we/the project fall short of our expectations?

### Impact Evaluation

- How has the partnership positively impacted our respective institutions and the community at large?
- What evidence or data supports the impact we have made?
- What unintended consequences or negative outcomes do we need to address?

### Lessons Learned

- What key lessons have we learned throughout this partnership journey?
- What unexpected challenges or barriers did we encounter?
- How have we successfully addressed those challenges?
- What can we learn from those challenging experiences?
- What best practices or strategies emerged from our partnership that we can share?

### Future Direction

- Based on our experiences, how can we further enhance the partnership's effectiveness?
- In what areas can we expand or deepen our collaboration?
- What new goals or objectives should we set for the partnership moving forward?
- What additional stakeholders or organizations should we involve to broaden our impact?

## Summary

These reflective protocols are designed to foster open dialogue, continuous learning, and collaboration within the Community Partnership Team. Implement a reflective discussion regularly to ensure the partnership's success and ongoing growth.