Sample Charrette Communications

Prepared by SCHEV, October 2018

1. **Call for Participants (in-person)**

Hello, colleagues!

[Sponsoring organization] will host an assignment design workshop on [Date] from [Start time - End time] at [Location]. The event will be facilitated by [Name, Title] at [Institution].  A morning coffee service and lunch will be provided.

Participants will learn about a collaborative assignment design and review process (referred to by the National Institute for Learning Outcomes Assessment as a "charrette"). The charrette—a term borrowed from architecture education, denoting a collaborative design process—will be an opportunity to talk with others interested in trading ideas about the design and use of the various tasks, projects, papers, and performances assigned to students. Participants will share their own assignments in advance to contribute to the charrette. This may be a draft assignment, one that has worked well but may be in need of a “refresh”, or one that has not worked as you hoped.

Primarily, we hope to 1) stimulate ideas about how to strengthen assignments, 2) think together about how assignments can be intentionally linked to important course, program, and institutional learning outcomes in ways that create more coherent pathways for students, and 3) open up a productive “trading zone” for discussion about teaching and learning.

There is no cost to attend the workshop. We welcome participation by faculty in any discipline at any level, including adjuncts, graduate teaching assistants and other instructional staff. Please encourage interested participants to register at: [form link] by [Date].  Contact [Name] at [Email] with any questions.

1. **Call for Participants (online)**

SCHEV is pleased to announce a new round of assignment design workshops (or "charrettes"), to be held online this summer. Workshops will be held on the following dates/times:

Tuesday, June 26: 10:00-11:50 a.m.

Wednesday, June 27: 1:00-2:50 p.m.

Monday, July 9: 10:00-11:50 a.m.

Tuesday, July 10: 1:00-2:50 p.m.

Friday, July 13: 10:00-11:50 a.m.

Space is limited! Seats for each workshop will be filled on a first-come first-served basis; we will maintain a waiting list as needed. Sign up at [form link] no later than **May 31**. If you have participated in a charrette before, you are welcome to participate again or pass this information along to others who might be interested.

During a charrette, participants take turns giving each other constructive feedback on assignments submitted in advance. (By "assignment" we are referring to the instructions or prompts given to students by the instructor, not the work students turn in.) Each participant submits one assignment and each assignment is discussed by the group for 20-25 minutes. Groups are limited to four members, which keeps the entire workshop to just under two hours. Participants can come from any discipline and any level (including tenured/tenure-track and non-tenure eligible faculty, adjunct instructors, graduate student TAs and other instructional staff).

Online charrettes are conducted via Google Meet or other video conferencing platform. The process works best when participants can see each other, so you will need a working web camera and microphone, as well as a stable internet connection.

Past participants have found the "rapid feedback" process helpful, and most say they would recommend the experience to others. If you have any questions about the format or logistics of the online charrette, please feel free to contact [JodiFisler@schev.edu](mailto:JodiFisler@schev.edu).

1. **Instructions to Participants (in-person)**

Greetings, all!  
  
We look forward to seeing you at [Institution] on [Day, Date], for the assignment design workshop. We will meet in [Room], starting at [Time]. You can access directions to the campus here: [Link]   
  
A map of the campus is available here: [Link].   
  
The agenda for the day is attached. Please note that continental breakfast and lunch will be provided.   
  
Also attached are the assignments and reflective memos submitted by people sitting at your table (see list below). Please print them or bring a device that will allow you to access them during the workshop. It would be helpful if you could read the materials ahead of time and come to the workshop with some questions and/or thoughts to share with the authors. If you did not submit an assignment, feel free to bring one with you on Friday. We will have time to review four assignments per table, and we will give priority to those that were submitted in advance.  
  
Table 1:  
[Name, Institution]  
[Name, Institution]  
[Name, Institution]  
[Name, Institution]

[Name, Institution]

[Name, Institution]

Let us know if you have any questions.

1. **Instructions to Participants (online)**

Professor X:

My name is [Name], and I will be facilitating your assignment design charrette on [**Day, Date** at **Time**]. Please let me know as soon as possible if you are no longer available at this time. Online charrette groups consist of only 3-4 participants, so the absence of a single person can have a considerable effect on the group dynamic.

**What to Do in Advance**

**1. Select an assignment.**

The charrette consists of faculty providing feedback on each other's assignments. Please select an assignment you would like to receive feedback on. This may be a draft assignment, one that has worked well but may be in need of a “refresh,” or one that has not worked as you hoped. We know it isn’t always easy to share your own work with others, and you may be tempted to provide your very best assignment for the group's review. Please remember though that this is meant to be a helpful process; we encourage you to take advantage of the opportunity to get constructive feedback on an assignment that you think needs improvement.

**2. Prepare a brief reflective memo (template attached).**

To facilitate informed and constructive discussion, we ask that you also prepare a brief reflective memo to accompany the assignment. I am attaching a memo template with the points we’d like you to address.

**3. Upload your assignment and memo.**

A Google Docs folder for our group is located here: [Link]

Please upload your assignment and reflective memo no later than [**Date**]. Let me know if you have any difficulty.

**4. Read the assignments and memos submitted by others.**

Be sure to read all materials for your group prior to our charrette and jot notes and questions to bring to the discussion. Depending upon your preference, you may want to print or download the documents in our group’s folder so that you can easily refer to them during our discussion.

**5. Watch the introductory video.**

I invite you to view this video -- [Unfacilitated Assignment Design](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.youtube.com_watch-3Fv-3DFSRNWM6e0QA-26feature-3Dyoutu.be&d=DwMFAg&c=eLbWYnpnzycBCgmb7vCI4uqNEB9RSjOdn_5nBEmmeq0&r=3OPxAZVrhqwBX3u6G33xZg&m=nQJpuEb9nmq5KgB6qQc8YMZcaqVpTizpd2ir7rn3Au8&s=r6Q4BOI2PJFwuxns_u8PWggtTG9qaNaB6eTE8fr9GYQ&e=) – at some point before the charrette. It was made for people who intend to lead charrettes, but the content is generally appropriate for charrette participants as well. It explains more about the purpose and conceptual foundations of assignment design work. We won’t have time to cover any of that in the online charrette, so I hope you will be able to review it on your own ahead of time.

**6. Test the Google Meet link.**

Here is the link to connect to our Google Meet on [Date]: [Link]

Please test this link now using the device you will use on the day and let me know if you have any trouble connecting. The charrette process works best when people can see each other, so also please make sure your computer/device has a functioning webcam.

If you have any questions, please don't hesitate to contact me.