Working Collaboratively With Faculty and Staff
An NISOD Webinar
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I got my start at a community college!
• Defining terms and thinking about collaboration.
• Taxonomy of Collaboration
• Planning and launching collaborative efforts
• Managing and assessing committees and projects

Q & A
What is collaboration?

Collaboration:

"an interactive process that engages two or more participants who work together to achieve outcomes they could not accomplish independently."
Why do participants collaborate?

**Emergent**
Emergent collaborations arise when parties with a common interest voluntarily choose to bring together their varied expertise together.

**Strategic**
Strategic collaborations happen when the solution to a specific issue benefits from input from particular disciplines, perspectives or representation.

**Mandated**
Mandated collaborations take place when participants are required to work together.
Who do you trust? Why?

- Personal
- Leaders
- Institution, Policies, Shared Goals
Obstacles to Collaboration in the Community College Setting

Factors & Obstacles: Collaboration Community College Settings

- Many part-time or adjunct faculty
- Time involved in committee work isn’t compensated

Institution
- Pressure to succeed
- Silos between functions or departments
- Inadequate communication
- Increasing needs for student services

Faculty

Staff
- Need to do more than less
Obstacles at the Individual Level

- Lack of trust
- Win-Lose Attitudes
- Ethic of individualism
- Different goals among parties
- Unwilling to help others
- Unwilling to seek input and learn from others
Some factors are in your control, others are not.

Think about what you CAN do!
Taxonomy of Collaboration

A **conceptual framework** for designing, planning, and assessing collaborative learning and collaborative work.

A **visual language** for mapping projects and communicating about the collaborative process.
What kinds of outcomes?

**Individual**
- Collaborate with others to learn, gain access to resources, approvals or other benefits but **develop outcomes individually**.

**Collective**
- Collaborate with others to complete outcomes as a group.
Trust Continuum

As complexity collaboration increases, so does the need for trust. In collaborative efforts, trust is:

"the confidence that a person is competent to reach a goal and is committed to reaching it."

(Handy, 1995)
Reflection

The individual in the collaborative process:
Sensemaking and identity, moving from “I” to “we.”
Level of Collaboration 1: Dialogue
Communication is Essential

Dialogue
Verbal and listening skills used in respectful, constructive discussion.

Dialogue as Step in Collaborative Process
Find shared purpose and coherence in the plans and/or tactics needed to coordinate their efforts.

Online or Face-to-Face Dialogue
Use discussion, conferencing or mobile tools to communicate.
Agree on expectations for timing and type of online or face-to-face communication.
When and how should we communicate?

<table>
<thead>
<tr>
<th>Synchronous</th>
<th>Asynchronous</th>
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<tr>
<td>How often do we need to meet?</td>
<td>What is a realistic turnaround time for responses?</td>
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<tr>
<td>What should we try to get done in our meetings?</td>
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<tr>
<td>What technologies should we use?</td>
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Essential Skill for Collaboration: Review
Level 2

Peer Review
Critical review of each other's work. Work within mutually acceptable boundaries and set criteria.

Peer Review as Step in Collaborative Process
Exchange work for respectful, mutual critique to determine which contributions should be utilized or revised for inclusion in a collective outcome.

Online Peer Review
Work with attachments and shared document tools.
Level of Collaboration 3: Parallel
Level 3

Parallel

Organizing work into pieces completed side-by-side.

Parallel Organization of Collaborative Process

Each completes a component of the project; elements are combined into a collective final product, or the process moves to another level of collaboration.

Parallel Work Online

Coordinate multiple strands of project; organize, manage and integrate information from multiple inputs.
Level of Collaboration 4: Sequential
Level 4

Sequential Steps
Organizing work into a logical series of steps.

Sequential Organization of Collaborative Process
Build on each other’s contributions through a series of progressive steps; elements are combined into a collective final product, or the process moves to another level of collaboration.

Sequential Work Online
Use project management tools to track progress; use advanced editing and version control software functions.
Organizing the Collaborative Project: Parallel or Sequential

- Understand elements of the project.
- Divide and allocate tasks.
- Set timelines and standards.
- Coordinate, communicate progress.
- Develop mutual accountability; deal with underperforming team members and/or resolve conflicts.
- Edit, compile, assemble outcomes.
Arrows to Stars: Pulling the Pieces Together
Level of Collaboration 5: Synergistic
Level 5

Synergy
Interactive meshing of ideas, theories and approaches.

Synergistic Organization of Collaborative Process
Work together through all steps and synthesize their ideas to plan, organize and complete the project together.

Synergistic Work Online
Understand ethics of intellectual property and use of sources; generate new information or knowledge by adapting and integrating multiple parts into collective whole.
Map Your Projects

- Discuss project
- Brainstorm
- Divide up tasks
- Review each other’s drafts
- Reflect on project in journal
- Submit journal
- Compile and submit group assignment
Organizing for Success

1. Plan the collaboration
2. Clarify roles and expectations
3. Build trust & open communication
Organizing for Success

4. Commit to common purpose

5. Facilitate and assess fairly

6. Build toward synergy
Next steps? Learn more!


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