



## Education and Housing Equity Project Records.

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## DISCUSSION LEADER'S EVALUATION FORM

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*This document was adapted from a form developed by Selena Singletary in Springfield, Ohio.*

**Please complete this form after your last discussion session and return to [address] no later than [date].**

1. Your name
2. The name of your study circle organizer
3. Where and when (day of the week and time) did your study circle meet?
4. How many times did your study circle meet?
5. Number of participants at:  
Session I \_\_\_\_ Session II \_\_\_\_ Session III \_\_\_\_ Session IV \_\_\_\_
6. How would you characterize your study circle in terms of gender, racial and ethnic make-up, political spectrum, etc.?
7. What perspectives were well represented in your group? Which were missing?
8. What were your own observations about the dialogue and group process?
9. What did members of the group say about their discussions?
10. What was the topic of the group's liveliest discussion?
11. What were areas of general agreement? What were areas with little consensus?
12. What suggestions came from the group about how people (individuals, organizations, institutions, government) might better address the issue?
13. Did you have adequate support from your study circle's organizer and from the coordinators of the overall program? If not, what additional support would have been helpful?
14. If you were to lead another study circle, what would you change? Feel free to comment on discussion materials, organization of the overall study circle program, your meeting site, your performance as discussion leader, and any other aspects.
15. Do you have concerns, or did the group have concerns, which need to be discussed with the study circle program's working group?

- 4) Ask participants to share whatever information they found about ongoing efforts or programs in your community on the issue you are working on.
- 5) To figure out what you want to do, try a brainstorming session — talking and writing down ideas as you go along. Then, review the list you generated. Do any common themes emerge? If so, plan to focus your efforts on areas of consensus. If not, ask group members to rank their top three concerns (anonymously & on paper). Collect their papers, take a break, and tabulate which ideas have the most support. Put the top 3-5 ideas on the board, and discuss the list.
- 6) Think about what is already being done in the community in these areas. Are there ways to build on existing efforts and find people to work with?
  - a) You may want to contact the people who coordinate the programs that interest you, and see how your efforts might best be applied. You may want to invite someone to come and speak to your group. Or, as a group, make a site visit to the organization.
  - b) You may want to start something new — something that no one is doing in your community. Take some time as a group to think about what gaps there are in community services, programs, or other civic enterprises.
  - c) You may want to invite more people to join your group.
- 7) Take a few minutes to discuss how you will keep your group up and running.
  - Just because you agreed to convene the first meeting doesn't necessarily mean you must continue in that role. If it is not feasible for you to continue, be sure to identify other leadership within the group to carry the work forward. Whoever runs the meeting should do so in an impartial, evenhanded way, much like a study circle facilitator.
  - You should begin to develop a paper trail, documenting the work of your group. (Remember, come [date], at the kickoff event for the next round of study circles, this task force will have the chance to report on what you did.) Rotate the recorder's job from week to week.
  - For the group to remain connected to the larger study circle program, someone needs to keep in touch with the [sponsoring organization]. That person(s) might also take on the responsibility of making sure that the meetings happen — that is, finding a site, calling participants, etc.
- 8) Set a time and place for the next meeting.
- 9) Thank everyone for their contributions. Again, remind people of the importance of their work!