

AN OUTLINE GUIDE  
FOR THE  
DEVELOPMENT AND IMPLEMENTATION OF A  
PARTNERSHIP DEMONSTRATION TEAM

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## INTRODUCTION

In October 2005, the Office of Postsecondary Education of the US Department of Education funded (Grant # P333A050031) a three year grant to the Center on Disability Studies at the University of Hawaii at Manoa to develop “Innovative and Sustainable Teaching Methods and Strategies to Ensure Students with Disabilities Receive a Quality Higher Education.” As the project has progressed, staff members have re-named the project, “Teaching All Students, Reaching All Learners: Innovative Ways to Address Disability in Postsecondary Education.”

One goal of the project was to develop an advisory committee, which we called a Partnership Demonstration Team (PDT) and to document its development and implementation. This publication is intended to fulfill that goal.

This outline guide is intended to be a living document. In other words, anyone can edit or change the document for their own use and we will continue to modify the Guide as appropriate.

## BACKGROUND

The Center on Disability Studies (CDS) is housed within the University of Hawaii College of Education. CDS staff worked, prior to the development of this grant, with members of the Office of Faculty Development and Academic Support, Center on Teaching Excellence (OFDAS/CTE) and in partnership with Disability Support Offices at each UH campus--three University campuses and seven UH Community College branches, as well as with students and faculty with and without disabilities to determine faculty training needs in relation to access, retention and matriculation of college students with disabilities. These connections and contacts made it possible to develop a list of potential Partnership Demonstration Team (PDT) members fairly quickly once the grant proposal was funded. An initial meeting was then held to introduce project staff and PDT members to one another and to develop a vision for the project (see Appendix A: Initial Agenda).

## LOGISTICS OF DEVELOPING A PDT MEETING

Preparation, implementation, and follow-up to any meeting are all equally vital aspects of a successful meeting. The outline that follows is intended to facilitate this process.

### *INITIAL ACTIVITIES*

Project staff, or a planning committee, may be assembled to plan for a meeting.

Preparation needs to include:

- a. Setting goals, or what do you hope this meeting will achieve?
- b. Agreeing on which members of the planning team will accomplish specific goals
- c. Developing a timeline for accomplishing planning goals
- d. Finding an appropriate location for the meeting, including physically checking the meeting site for the following:
  1. Is there adequate parking?
  2. Does a bus route run near the location?
  3. Is the location accessible?
  4. Will the location have the technological resources necessary to conduct the meeting?
  5. Will the location have food available?
    - a. Be sure to include/ask about alternative meals, for example, vegetarian or other food needs as expressed by attendees
  6. Negotiate a contract (details on how to do this will

depend on your policies and procedures, for example, do you need 3 quotes before you can negotiate a contract?)

e. Publicizing the meeting

1. Making sure invitations are distributed
  - a. Mail, email, postings to listservs
2. Developing an agenda (if desired) to send out with invitations (See Appendix A: Initial Agenda, as an example)
3. Clearly state the time, date, and location of the meeting
4. Ensuring the publicity materials are in accessible formats, as appropriate
5. Posting the invitation on project website, if appropriate

f. Information that Presenters should include

1. Presentation guidelines (See Appendix B: Presentation Guidelines)
2. Amount of time per presenter
3. Accessibility requirements, including any presenter materials that need to be received prior to the meeting for braille or other accommodations
4. Need for, and length of, presenter bios

g. Additional staff responsibilities prior to the meeting

1. Logistics:

- a. Negotiate P.O.s
- b. Arrange food
- c. Arrange AV
- d. Arrange disability accommodations
- e. Answer inquiries
- f. Serve as a liaison to presenters/participants as needed
- g. Compile participant list
- h. Buy and assemble packets or binders:
  - i. Box/mail binders/materials
  - j. Liaison with facility where meeting will be held
- k. Other – Leis/gifts, transportation arrangements, extension cords, special requests, banner, displays

2. Preparing to meet the goals of the agenda:

1. Submitting bios
2. Editing all submitted bios for consistency in presentation
3. Developing presenter guidelines if needed
4. Convert materials to alternative formats
5. Recruiting and assigning group facilitators
6. Recruiting and assigning notetakers, if desired

7. Develop, or revise, guidelines for facilitators and participants (See Appendix C: Guidelines for Facilitators and Participants)
8. Maintain, update, and get ready to distribute a participant list at the meeting
9. Decide how groups will be developed, ie assigned, voluntary
10. Write/create/edit binders/ which may include:
  - a. Introduction
  - b. Agenda
  - c. Presenter bios
  - d. Papers (if any are to be distributed prior to the meeting)
  - e. Discussion guide
  - f. Participant list
  - g. Evaluation
  - h. Promotional materials (for example, for upcoming meetings, conferences, publications)
11. Arrange alternative formats for binders
12. Arrange for MC if needed
13. Decide who will be responsible for troubleshooting at the meeting

h. If there is an online site setup

1. Information about the event
2. Registration forms
3. Contact(s) for questions

## *IMPLEMENTATION*

- a. Arriving early to
  1. Ensure meeting space is set up appropriately
  2. Ready all technological equipment
  3. Making sure all supplies are on hand
  4. Greet meeting participants
  5. Register meeting participants
  6. Troubleshoot as needed, including offering participant and presenter assistance as needed
- b. Conduct the meeting
- c. Collect evaluations

## *FOLLOW-UP*

### a. Logistics

1. Payment/P.O.s
2. Format/print proceedings document, including alternative formats as needed

### b. Meeting Content

1. Facilitate follow-up discussion, if appropriate
2. Review evaluations
3. Write/create/edit proceedings document
  - a. Intro/summary of event
  - b. Discussion group output/synthesis of issues and recommendations
  - c. Evaluation report

### c. Planning for the next meeting

## **APPENDIX A: INITIAL AGENDA**

Partnership Demonstration Team Meeting  
November 21, 2005  
9:00 to 4:00  
Willows Restaurant  
Agenda

9:00: Introductions

9:15: Purpose of the PDT

9:30: Project overview

9:45: Vision building

11:00: Presentation of topics to be covered in the professional development modules

(1. high need areas, e.g., hidden disabilities, non-traditional students, culturally and linguistically diverse students with disabilities; 2. assistive and emerging technologies; 3. universal design; & 4. mentoring)

12:00: Lunch

1:00: Discussion of topics (small group by areas of expertise/interest)

2:00: Formalize professional development framework

(products – 1. face-to-face delivery; 2. web based access; 3. via CD-ROM; & 4. cultural brokering).

3:00: Field testing structure/Data Collection

3:30: Points of discussion (Pac Rim attendance, Post-Pac Rim CBI)

3:50: Schedule next retreat...Please bring your appointment scheduler!

## APPENDIX B: PRESENTATION GUIDELINES

General presentation style will be left to the discretion of the presenters. However, the presenters should follow these guidelines:

- **Any print or audiovisual material, such as Power Point slides and videos, will need to be made accessible to all participants.** All videos must be open-captioned, and you must provide a transcript of all audio and video materials (captioning and transcripts are your responsibility). If you provide your visual materials to us, such as Power Point slides and handouts, on or before the deadline given above, we will transcribe materials into Braille, large print and disk. If you do not provide us with your materials by the deadline, we ask that you please be responsible for providing **two copies** of all of your visual materials and handouts in the following formats:
  - Large print
  - Braille
  - Diskette or CD ROM
- When using Power Point Slides or Overheads, please remember to verbally describe each slide as you view it, and to read aloud specific points as you refer to them.
- Presenters may also be asked to wear an **assistive listening device microphone** or may need to **pace their presentation** in order to accommodate translation into sign language. The assistive listening device microphone transmits your speech to a receiver worn by a person with a hearing impairment or learning disability. Please clip or hold the ALD microphone about six inches from your mouth. During co-presentations, or during questions or discussion from the audience, remember to pass the microphone to each presenter and remind presenters to refrain from speaking until they are holding the microphone. Please refrain from making comments about the ALD microphone that draw unnecessary attention to the person wearing the receiver, apart from simply informing the audience that they will be required to speak into the microphone when asking questions or making comments.
- Be aware that if there is a PA system set up in the room where you are giving a presentation, someone who uses an ALD may be accessing their device via the PA system. In this case, all presenters must speak into the PA microphone when asking questions or making comments.
- The **audience will be mixed in terms of familiarity with the topic** and academic versus practice-orientation background. Presentations should be geared towards an educated audience that is looking for new ideas in the topic area.

## **APPENDIX C: GUIDELINES FOR FACILITATORS AND PARTICIPANTS**

### **GUIDELINES FOR FACILITATORS**

*Dear Facilitator:*

Thank you so much for facilitating. Your assistance is vital to the goals of this meeting. Your goals as a facilitator are simple:

1. Keep conversation flowing, on time, and on task
2. Record names of group members
3. Ensure that everyone has an opportunity to contribute to the discussion
4. Recruit a “reporter” or two from your group to report out to the larger group
5. Help your note taker record the main points of your conversation
6. Use the Discussion Guides to keep conversation on topic

We hope your participation at this meeting will be rewarding and informative.

### **GUIDELINES FOR PARTICIPANTS**

*Dear Participant:*

Thank you so much for participating in this meeting. Your contributions are vital to achieving the goals of this meeting. The following guidelines are to assist you in understanding your role.

All participants are expected to do the following to facilitate the discussion.

1. During each presentation, consider how the presentation fits with your own experiences and understanding of the topic. Also reflect on the ways that the presentation expands your understanding of the topic.
2. Participate actively in the group discussion. Each participant is encouraged to share their perspectives and to respect the perspectives of others in the group.

We hope your participation at this meeting will be rewarding and informative.