

**COLLEGIAL CIRCLE REPORT FORM**

1. Name of Collegial Circle: \_\_\_\_\_
2. Number of Credits: \_\_\_\_\_
3. Facilitator: \_\_\_\_\_
4. Participants:
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
  5. \_\_\_\_\_
  6. \_\_\_\_\_
5. Attach Attendance Sheet.
6. Resources/Materials used: \_\_\_\_\_
7. Brief summaries of topics discussed, ideas shared, actions taken, and decisions made, including evidence of results of the Collegial Circle.

<b>Dates of Meetings</b>	<b>Times of Meetings</b>	<b>Discussion</b>
<b>Total Hours</b>		

Groups must meet for a minimum of 7.5 hours (1/2 credit) or 15 hours for one full credit. A facilitator must be selected who will be responsible for maintaining focus, record keeping and notifying group members of meeting dates, etc. The role of the facilitator may be rotated. A log of all sessions will be kept by the facilitator, including dates and times of meetings, attendance, and brief summaries of topics discussed, ideas shared, actions taken and decisions made.

