

## Step 4: SET A GOAL

As a group, set a goal for your Teachings ae(a63TMC

# CIRCLE...

## Step 1: ORGANIZE A GROUP

Organize a group that plans to study, experiment with, discuss or implement a pedagogical topic or technique. Determine if your group will be a CrossDisciplinary Teaching Circle (CTC) or Department Teaching Circle (DTC).

## Step 2: REGISTER & ENROLL MEMBERS

See the Procedures for Establishing a Teaching Circle for instructions on how to register your Teaching Circle and enroll members. As the facilitator, you will receive a notification when a new member enrolls. Be sure to track enrollment to ensure that all members including the facilitator, are officially registered for the Teaching Circle.

## Step 3: WORKABLE SIZE

It can be difficult to function with more than five members or less than three. Consider the size group that will best meet the goals of the Teaching Circle. Facilitators may limit the number of members in their Teaching Circle. Once the Teaching Circle has filled, they should send a message to those colleagues who are interested in joining but who cannot be accommodated at this time.

