# Initiating the Networked Improvement Community (NIC)

## Virtual Meeting Facilitation Guide

## [Date], [90-Minute Time Slot]

### Objectives:

* Understand how Networked Improvement Communities (NICs) accelerate learning
* Understand how an improvement hub is organized and how it operates to support a NIC
* Review the key roles of the improvement hub
* Begin recruiting NIC participants and planning for NIC implementation

| Time\* | Topic | Activity | Learning Objectives | Resources |
| --- | --- | --- | --- | --- |
| **5 min.** | Welcome and Introductions |  | * Welcome participants and restate meeting objectives.
 | * Agenda
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| **40 min.** | Introduce the Process for Initiating NIC Membership | Presentation and Group Discussion | * The network lead (i.e., the champion) presents the process of initiating the NIC team using the *Initiating the Team* PowerPoint (PPT) presentation.
* Invite questions, address them, and reach a common understanding of NIC participation and the recruitment process.
 | * PPT Presentation
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| **20 min.** | Identify Potential NIC Members | Group Discussion | * Hand out the NIC Improvement Hub Role Descriptions. Give participants time to review the document and ask questions.
* Share the Establishing the Improvement Hub Document with participants. Complete the table on page 2 to develop a list of improvement hub members to recruit. Consider candidates for all positions, including leadership team members, site leads, and end users. Note that multiple people need to be recruited so that diverse stakeholder groups are represented. Categories to consider when ensuring diversity:
* Perspectives (e.g., members representing important partners such as local schools of education, afterschool organizations, and schools from geographically diverse areas). Consider members who approach the problem from different angles.
* Responsibilities (e.g., members representing different offices within and across agencies such as school finance, instruction, assessment, and human resources).
* Subgroup diversity (e.g., members representing racial/ethnic and socioeconomic groups, English language learners, students with disabilities, homeless and foster students, and students of military families, among others).
* Demographics (e.g., schools representing different neighborhoods or locales).
 | * NIC Improvement Hub Role Descriptions
* Establishing the Improvement Hub Document
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| **15 min.** | Identify Materials for NIC Recruitment | Group Discussion | * Identify a set of materials for recruiting and onboarding potential new NIC improvement hub participants and other participants (Levels A and B). Materials may include: (1) a one-page summary, (2) a document to answer prospective members’ frequently asked questions, (3) a boilerplate email or letter to be sent to prospective NIC members, and/or (4) an onboarding webinar that describes a NIC and addresses the NIC’s purpose and mission.
* Consider how materials will address diverse and comprehensive membership. For example, materials may need to be created in multiple languages or produced in multiple modes (i.e., electronic and paper copies).
 | * Letter Template to Recruit Improvement Hub Members
* Shared Document (e.g., Jamboard, Google Document) to Generate Recruitment Materials
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| **10 min.** | Next Steps |  | * The champion delegates tasks to develop onboarding and recruitment materials and to recruit NIC participants.
* Develop a timeline for completing assignments.
* Identify a date to hold a NIC introduction meeting for new members.
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\*Times are estimates only. Time may fluctuate based on the nature of the discussion, group size, and meeting format (e.g., face-to-face vs. virtual).