## **COLLEGIAL CIRCLE REPORT FORM**

1.	Name of Co	ollegial Circle:		
2.	Number of	Credits:		
3.	Facilitator:			
4.	Participants 1. 2. 3. 4. 5.			
5.	Attach Atte	endance Sheet.		
6. 7.	Brief summ	Materials used: paries of topics di f results of the Co		taken, and decisions made, including
		Times of	Discussion	
Meetin	igs	Meetings		

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, ides shared, actions taken and decisions made.

## **ATTENDANCE SHEET FOR COLLEGIAL CIRCLE**

Name of Collegial Circle:			
Facilitator:			

- List names of participants and dates of meetings
- Participants should sign in for each meeting to validate attendance

Name of Participant				