



Creating a Community Profile

New Facilitator Guide Series

This guide series is developed to help you through the first stages of developing your community.

One of the initial steps in creating your group is letting people know that you exist in the first place - and how to join you! To that end, we have assembled the following boilerplate topics that will be used to create your community listing on the UA Communities of Practice website directory.

The subjects were also chosen with an eye towards helping you make some basic foundation-level decisions regarding the composition of your CoP. Once you have a first draft ready to go, send your listing to john.hawkins@ua.edu to get the ball rolling!

Creating Your Directory Listing

This brief description will be posted on <https://cop.ua.edu/find-a-community/>

[TITLE OF GROUP]

NOTES:

We are learning it helps to keep your group name to a “doer” context vs. “topic”. Blackboard Course Creators – for example.

Note that some of our legacy groups do indeed have titles that are subject-matter oriented (WebTide, Business Analytics) - and these may well get updated a bit down the line.

[BRIEF ONE SENTENCE INTRO RE: TARGET GROUP]

Creating Your Community Profile Page

Your main community profile; to be posted on <https://cop.ua.edu/YOUR-COMMUNITY-NAME/>

An example: <https://cop.ua.edu/women-in-tech/>

[GENERAL DESCRIPTION]

NOTES:

This is a one paragraph synopsis to define tentative, proposed topics to cover, goals, and any other details regarding the subject material and colleague group.

[HOW TO JOIN]

NOTES:

For most groups, having interested participants contact the facilitator directly can be a great way to start the engagement conversation. This provides a mechanism of gatekeeping so you can verify the specific type of engagement the party is looking to achieve - and whether membership in your specific CoP makes sense.

[MEMBERSHIP REQUIREMENTS]

- *Is this group for faculty/staff/students - or open to all campus groups - as long as they meet the specific “practitioner” criterion (this is common, and in some cases preferable for knowledge-sharing).*
- *Any specific details regarding experiential context – methods utilized, tools used, etc.*

[MEETING INFORMATION]

NOTES:

This includes details on the meeting frequency to help prospective attendees gauge the tentative level of commitment. Feel free to have this listed as “TBD” until a suitable meeting cadence is established by participants during your initial meeting(s).

We advise against publishing meeting locations in most instances. This encourages potential attendees to contact the facilitator in order to join. The facilitator, in turn, has a vehicle whereby they can ensure the CoP is the best method of engagement for how interested individuals are looking to participate in a subject.

[INFORMATION SHARING]

NOTES:

This is an optional element; in the event you have any resource or informational links you might like to share.

[FACILITATOR(S) CONTACT]

NOTES:

This should take the form of FACILITATOR NAME, UNIT – with job title(s) omitted. This helps us maintain an informal tone with a focus on individuals building collaborative conversations amongst peers. Be sure to include the appropriate email address you would like to use.