



ISW Sustainability Plan

Preamble

Over the past several months, the 4 members of the ISW Network Executive Team (Janice Johnson, Jill Grose, Nancy Sly and Diane Morrison) have explored various options for sustaining the ISW Network into the future. The conversation has been precipitated by a number of factors including a steady increase in the growth of the Instructional Skills Workshop (ISW) program both across Canada and globally and the amount of support needed to manage the communications and activities associated with this growth.

While such growth is indeed good news, we felt it was timely to revisit how the Network is currently being supported and what might be undertaken to leverage the expertise of the many ISW Facilitators and FDW Trainers who are willing volunteers. In particular, we are interested in exploring ways to foster and strengthen regional and cross regional activities that contribute to building community at the local level. In doing so, we hope to build the capacity for sustaining the ISW Network in the decades to come.

To that end, we are proposing an ISW Sustainability Plan that would leverage the interest and commitment of existing or developing teams of ISW Facilitators and FDW Trainers. These local teams may already be leading or participating in cross regional activities or may be just starting to build capacity at their own institution or organization. Those who remain part of the ISW Network as independent facilitators and trainers also participate in local and/or regional ISW learning and community-building activities, providing a valuable contribution to the global ISW community. Local and regional ISW learning and community-building activities have been offered by ISW Facilitators and FDW Trainers over its 40 plus years of history. However, these local and regional developmental activities have not always been provided on a regular basis and not in every area where the ISW program is offered.

ISW Sustainability Plan

This plan to sustain the ISW Network includes the following key elements:

- a. The current ISW Network Executive Team (Jan, Jill, Nancy and Diane) will continue to volunteer in this role. The length of time each continues to serve on the Executive Team will depend on their personal circumstances, the needs of the ISW Network, and the readiness of others to serve as members of the Executive Team.

- b. It is anticipated the Executive Team will increase beyond 4 members and that some individuals assisting with ISW Network tasks will serve as Executive Team members in the future.
- c. The Executive Team will provide hands-on work and mentoring support for tasks across 6 clusters titled: Handbooks, Events, Communications, Community (Canada and USA), Community (Global), and Administration.
- d. Those currently on the ISW International Advisory Committee will identify ways they can assist with specific Network tasks over the coming months. Other facilitators and trainers will also work with Executive Team members on tasks from across these 6 clusters. As feasible, ISW Network task groups will involve participants from different types of institutions/organizations and from different geographical areas.
- e. Each institutional and organizational ISW Team will be asked to identify 2 or more Local Representatives (LRs) to serve in a communication and liaison role between their local ISW team and the larger ISW Network. The length of time each LR serves in that role will be determined by the local ISW Team, not by the ISW Network Executive Team. We anticipate that the LRs for any one ISW Team will eventually have staggered terms to support continuity and succession planning for those serving as Local Representatives.
- f. The communication and liaison role of Local Representatives is a key element of this ISW Sustainability Plan. The Local Representatives will be the primary links between the local ISW Teams and the ISW Network Executive Team, the ISW International Advisory Committee and others working on ISW Network projects. For more information, read Roles and Responsibilities of ISW Local Representatives at: <https://iswnetwork.ca/contact/local-representatives/>
- g. Local Representatives (LRs) will be asked to collaborate with other LRs to support the offering of ISW regional activities on an occasional basis. LRs will assume coordinating, supportive or participatory roles in these regional activities. Expanding the number of ISW regional activities offered across the global ISW community is another key element of this ISW Sustainability Plan.
- h. Those offering regional activities will identify the region for any specific activity offered. For example, the identified region might include ISW Teams in a district or metropolitan area; ISW Teams in non-metropolitan areas in relatively close proximity to one another; or for some activities, the region might include ISW Teams across one or more provinces or states.
- i. Executive Team members will explore ways to link independent ISW Facilitators and FDW Trainers with Local Representatives in their respective areas and will also encour-

age participation of independent facilitators and trainers in cross regional events and projects.

- j. The Local Representatives will be supported by the ISW Network Executive Team and by other facilitators and trainers, primarily through the use of electronic communication.
- k. Those leading Network tasks will be asked to provide formative feedback for any services and activities offered. Co-leaders of Network tasks will provide brief documentation to assist others undertake similar tasks in the future.
- l. Executive Team members will continue to hold regular teleconference meetings (approximately monthly) to coordinate efforts related to Network tasks across the 6 clusters described in more detail below.
- m. The Executive Team will plan one or more teleconference meetings of the ISW International Advisory Committee during the first few months of 2020.
- n. Executive Team members will organize an ISW Work Bee for June 7-10, 2020 at Edenvale Centre) in Abbotsford, British Columbia, Canada. See <https://iswnetwork.ca/events-3/>. At least for 2020, the ISW Work Bee will replace the ISW Spring Institute. This June 2020 gathering will provide opportunities for Local Representatives and other ISW Facilitators and FDW Trainers working (or willing to work) on ISW Network tasks to contribute to current and future ISW Network projects.
- o. Executive Team members are open to input from facilitators and trainers about additional ways to strengthen the ISW Network as a global community.

Six Clusters of ISW Network Tasks

Each ISW Network Executive Team member will serve as leader or co-leader for a few major tasks identified across the 6 clusters. Over time, others from the ISW community will serve as co-leaders of these and other Network tasks. Tasks currently underway or planned for 2019/20 include:

- 1. Handbooks — ISW Handbook & FDW Handbook; other related Handbooks; translations of Handbooks.
- 2. Events — ISW Institute October 2019; Network FDW April 2020; ISW Work Bee June 2020; ISW Institute November 2020.
- 3. Communications — ISW Website; ISW Listserv; ISW Facilitator and FDW Trainer Registry; ISW contact lists; Internet-assisted conferencing models.

4. Community (Canada & USA) — Local Representatives (LRs) are identified by each ISW team at institutions and organizations in Canada and the USA; these LRs are asked to complete a survey about ISW at their home sites and about regional ISW activities already offered and/or in the planning stage.
5. Community (Global) — Local Representatives (LRs) are identified by each ISW team at institutions and organizations in countries other than Canada and the USA; these LRs are asked to complete a survey about ISW at their home sites and about regional ISW activities already offered and/or in the planning stage.
6. Administration — ISW Network events; ISW copyright and reprint permission records; ISW technical support; ISW records and archives.

Putting this Plan into Action

The activities described in this ISW Sustainability Plan will be provided through the efforts of ISW Network Executive Team members, ISW International Advisory Committee members, Local Representatives, and many other ISW Facilitators and FDW Trainers across the global ISW community.

Some cross-regional ISW activities will continue to be coordinated by the ISW Network Executive Team with assistance from other ISW Facilitators and FDW Trainers.

We will continue to have technical support provided by Kyle Gailling (Vancouver, British Columbia, Canada) and Paula Gaube (Victoria, British Columbia, Canada) though there is limited funding available for this technical assistance.

The Executive Team members will continue to fine-tune details about ISW Network tasks for 2020 and beyond. Further information will be circulated on the ISW Listserv (<https://iswnetwork.ca/resources/isw-listserv/>) as details related to this ISW Sustainability Plan evolve.

Please contact any member of the ISW Network Executive Team at the email addresses listed at <https://iswnetwork.ca/about/executive-and-committee/>.

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