**Facilitator Notes for Breakout Rooms**

**General Notes**

* You will have the same team for both Breakout experiences.
* Welcome everyone to the room.
* Ask for a volunteer or assign someone to share their screen and enter the information into the provided templates described below (both templates are Word documents).
* Ensure the team stays on task and be mindful of the allotted time in the breakout room.

**Breakout Room #1 – Pathway Mapping**

* Teams will have brought information for one program at their college that they wish to map. (If they brought more, select just one to use for the activity.)
* Ask for a volunteer to share their screen and enter the information into the provided Pathway Map template. The template includes suggested content which can be typed over as information is inserted. The table cells will adjust as information is entered.
* Questions, opportunities, and ideas discussed can be posted on Google Jamboard to share with the full group. (link to shared Jam will be provided in chat).

**Breakout Room #2 – Action Planning**

* Ask for a volunteer or assign someone to share their screen and enter the information into the provided Action Plan template. It is meant to assist each college with identifying gaps and challenges on the road to creating Pathway Maps.
* Encourage conversation around actionable steps that will move the team toward the intended result including identifying who is responsible and the timeline for completing the action.
* Questions, opportunities, and ideas discussed can be posted on Google Jamboard to share with the full group. (link to shared Jam will be provided in chat).