

Staff Session: Debrief and Next Steps

Prep Time: 30 - 60 min

Activity Time: 60 - 90 min

Audience: After completing the data collection process, we highly suggest all data collectors attend this staff session. You may consider also inviting museum leadership and/or grant writers to participate in planning for next steps.

Goal: This session focuses on individual reflection, including discussing the experience of using the tool and what was discovered in the process. It will also provide an opportunity to explore potential next steps for your organization to address any inequities that may have been uncovered.

Format:

| Segment | Goal | Time |
|-----------------------------|---|---------------|
| Debrief Process and Results | <ul style="list-style-type: none"> Reflect individually and as a group on what it was like to use the assessment tool and on the results discovered during data collection | 20 minutes |
| Individual Goals | <ul style="list-style-type: none"> Consider what steps staff can take individually to improve equity at the museum | 15 minutes |
| Organizational Next Steps | <ul style="list-style-type: none"> Consider possible proposal ideas for IF/THEN® Grant projects to increase gender equity | 25-55 minutes |

Supplies:

- Blank paper (3-5 sheets per person)
- Markers, colored pencils, or pens (1-2 per person)
- Printouts of Reflection Questions (1 per person, pages 5-7 of this outline)
- Notes pages from Data Collectors

Advance Preparation:

For Facilitators

- Before beginning this session, enter the data collected into the data collection spreadsheet (download at www.astc.org/ifthen-toolkit). Review the results on the “Data Summary” tab to identify trends to discuss (if possible).
- Review the guidelines for IF/THEN® Grant projects at www.astc.org/ifthen-grants.
- Email participants in advance and ask them to bring the notes pages of their assessment tool (if applicable).
- You may consider breaking this session into two separate meetings: the first focused on the debrief and individual goals with data collectors, and a second with a larger group of stakeholders focused on organizational next steps and ideas for IF/THEN® Grants.

Debrief Process and Results (20 minutes)

Process Reflection Questions

1. What did you think about the process of collecting data? Was there anything difficult about it? Was anything surprising?
2. Is there anything you would do differently if you were to use the assessment tool again? Why?
3. Did the results match what you expected to find when using the tool? Did anything surprise you about the results?

Note: If your team participated in Staff Session: Planning and Prep and answered the prediction questions about what they thought they would find, remind them of this to compare to the actual results.

4. Has this process changed (or reinforced) your thoughts about gender representation (in general and in your museum)?
5. Did you notice any patterns or stereotypes while using the tool?

Note: Remind data collectors to look at the “notes” page of the tool (page 12 of the toolkit) to answer this question.

Individual Reflection (5-7 minutes)

Begin by having staff reflect individually on the questions above using the worksheet “Process Reflection Questions- Page 1” found on page 5 of this outline.

Group Reflection (10-15 minutes)

Facilitate a group conversation on the above questions. You can also use this time to share the overall results from data collection if they are available.

Individual Goals (15 minutes)

Staff should begin thinking about what they can do to increase representation in their daily work and start developing goals. Encourage the creation of both short-term and long-term goals. The reflection questions below (and as a printable on page 6 of this outline) can be used to help staff generate ideas.

Goal Creation Reflection Questions

1. What (if anything) are you already doing in your job regarding the representation of gender or other underrepresented groups?
2. What additional actions could you take to increase diverse and equitable representation of people through your work?
3. What other underrepresented groups could you highlight?
4. What are some places in your job where it may be more challenging to increase representation?
5. What skills/abilities do you have that can be applied to the work you want to accomplish with respect to diversity and equity?

If time allows, ask staff to share their goals in pairs or in groups.

Once staff have identified goals they would like to work towards, have them start planning out the steps they need to take to achieve those goals. These reflection questions can be used to help staff generate ideas.

Goal Achievement Reflection Questions

1. Is there anything you want or need to learn more about in order to start working towards the goals you identified?
2. Who else might you be able to work with to achieve your goals? Co-workers, community members, organization partners, etc.?
3. What systems/support do you need to build or call upon to work on your goals?
4. What are some potential roadblocks to working on these goals and what can you do to avoid or overcome them?
5. What resources or materials do you have already that you can use to accomplish these goals? What else do you need?

If time allows, ask staff to share their goals in pairs or small groups.

Organizational Next Steps (25-55 minutes)

Note to Facilitator:

This activity is designed to help your organization develop ideas for IF/THEN® Grant projects that could improve representation in your museum. Depending on the timing of grant deadlines, staff availability, and your organizational goals, you may choose to modify this activity. Considerations include:

- *If your museum does not qualify for IF/THEN® Grants (e.g., if you are outside of the U.S. or not an ASTC-member museum), the deadline to apply has passed, or you do not plan to apply for funding, consider modifying this activity to focus on projects you could do within your museum's budget and capacity.*
- *If you do plan to apply for an IF/THEN® Grant, consider inviting any staff who would be involved in the grant writing process. You may choose to have them participate in the entire session or only in this activity.*
- *This activity is designed to generate broad project ideas. If you have made decisions about what types of projects you may propose (i.e., within a certain budget, focused on a particular space), modify this brainstorm so that ideas fit within your constraints.*

Overview (5 minutes)

One of the benefits of completing the IF/THEN® Gender Equity Gender Representation Toolkit is that your museum may be eligible to receive grant funding to complete a project to address gender equity in your museum (must be a U.S.-based ASTC-member museum). Awards will range in size from \$1,000 to \$20,000. Awardees will have access to the IF/THEN® Collection, a digital library of free photos and videos featuring inspiring women in STEM, to help improve representation throughout your museum's content. Visit www.astc.org/ifthen-grants to learn more about the requirements and guidelines to apply for an IF/THEN® grant.

Individual Brainstorm (5-10 minutes)

Individually, brainstorm as many ideas as possible about potential projects your museum could propose for these grant funds, drawing or describing in words each idea on a separate sticky note or piece of paper. Think big, creative, and quick: at this point, don't limit your ideas based on how difficult they may be to implement, and don't worry about figuring out all the details.

Consider:

- What projects could you do if your museum received \$1,000? \$5,000? \$20,000?
- What area of the museum's content did you identify through the tool as needing the most improvement?
- Are there any ongoing or upcoming efforts at your museum that could be improved by combining them with an IF/THEN® project?
- How could you use the photos and videos in the *IF/THEN® Collection* to increase your representation of girls and women in STEM? (Note: images will be publicly available beginning in summer of 2020.)

Small Group Discussion (5-20 minutes)

After brainstorming individually, form groups of 2-3. Take turns sharing your ideas, then choose the top 2-3 ideas. Try to have at least one smaller budget idea (\$1,000-\$5,000) and one large budget idea (\$10,000-\$20,000). Continue to elaborate on and improve these top ideas, creating a quick drawing representing each idea.

Large Group Share-out (5-20 minutes)

Take turns sharing the top ideas from each group. If possible, hang the drawings around the room as each group shares. Facilitate a conversation about which ideas might be most exciting and most competitive to propose.

What next steps can your team take to develop a proposal for an IF/THEN® Grant using these project ideas?

Process Reflection Questions- Page 1

1. What did you think about the *process* of collecting data? Was anything difficult about it? Was anything surprising?
2. Is there anything you would do differently if you were to use the assessment tool again? Why?
3. Did the results match what you expected to find when using the tool? Did anything surprise you about the results?
4. Has this process changed (or reinforced) your thoughts about gender representation (in general and in your museum)?
5. What patterns or stereotypes did you notice while using the tool?

Goal Creation Reflection Questions- Page 2

1. What (if anything) are you already doing in your job regarding the representation of gender or other underrepresented groups?

2. What additional actions could you take to increase diverse and equitable representation of people through your work?

3. What other underrepresented groups could you highlight?

4. What are some places in your job where it may be more challenging to increase representation?

5. What skills/abilities do you have that can be applied to the work you want to accomplish with respect to diversity and equity?

Goal Achievement Reflection Questions- Page 3

1. Is there anything you want or need to learn more about in order to start working towards the goals you identified?

2. Who else might you be able to work with to achieve your goals? Co-workers, community members, organization partners, etc.?

3. What systems/support do you need to build or call upon to work on your goals?

4. What are some potential roadblocks to working on these goals and what can you do to avoid or overcome them?

5. What resources or materials do you have already that you can use to accomplish these goals? What else do you need?