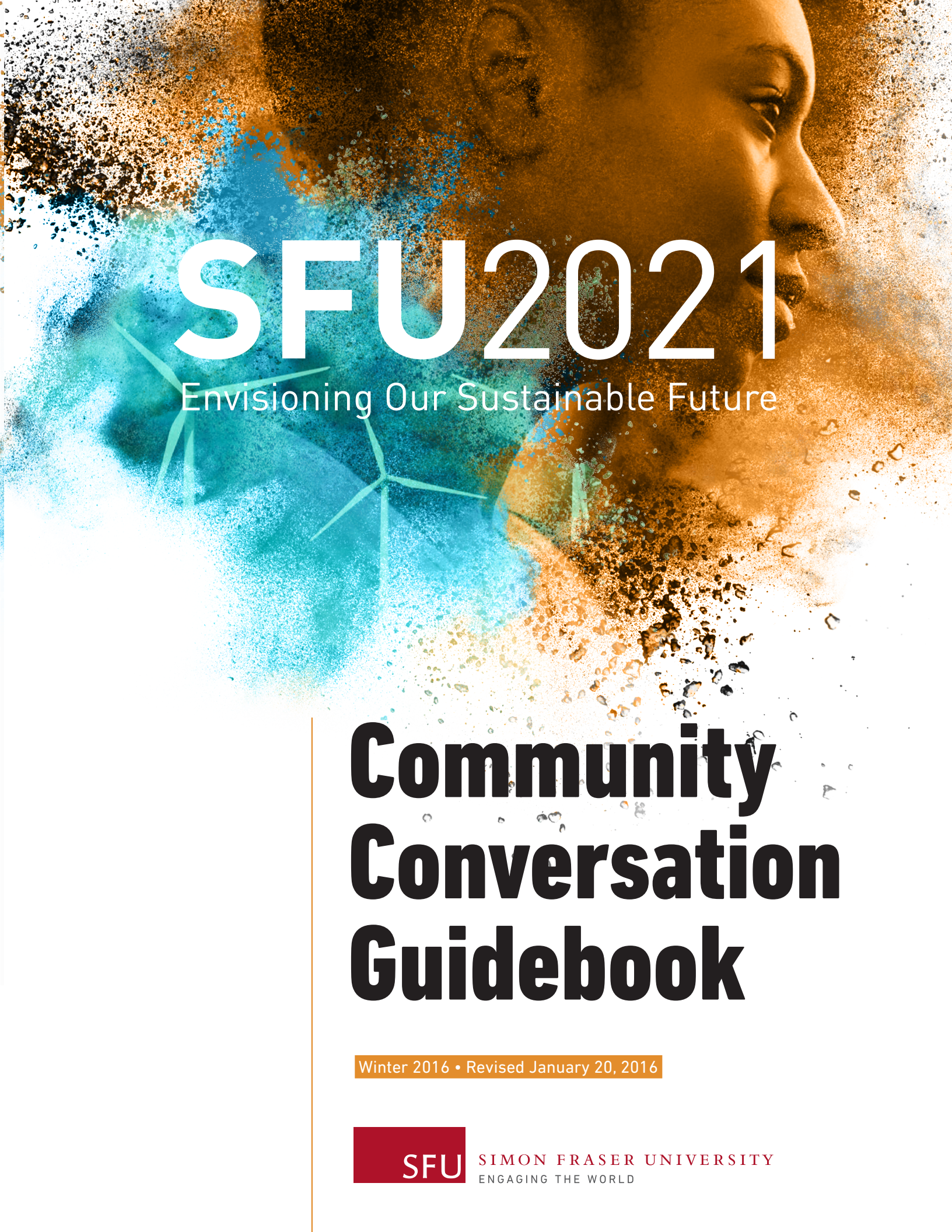




SFU2021

Envisioning Our Sustainable Future

Community Conversation Guidebook

Winter 2016 • Revised January 20, 2016

SFU

SIMON FRASER UNIVERSITY
ENGAGING THE WORLD

Acknowledgements

We would like to thank those who have used the community conversation format in the past to bring together diverse communities to share, and to learn. We've drawn on the good work done by the 2013 SFU Public Square Community Summit team and the University of Alberta Sustainability Office to create this document.

SFU2021
Envisioning Our Sustainable Future

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INTRODUCTION

Simon Fraser University's (SFU) current institution-wide Sustainability Strategic Plan expires at the end of 2016. The Plan contributes to decision-making for SFU's academics, research, and operations. Between Fall 2015 and Fall 2016, the Senior Sustainability Council and Sustainability Office are inviting students, staff, faculty, alumni and community members to participate in the development of a long-term vision for SFU and the next five-year Sustainability Strategic Plan.

This Community Conversation Guidebook walks through one way you can get involved in sustainability planning at SFU. Community members who convene a community conversation are asked to submit the ideas from these conversations to the SFU Sustainability Office. These ideas will be integrated into the sustainability visioning process alongside the responses from the SFU community from other visioning events. They will serve to inform more in-depth visioning dialogues held in March 2016.

SFU 2021: ENGAGEMENT FOR THE PLAN



What is SFU 2021?

SFU 2021 is the engagement process for writing SFU's next sustainability strategic plan. Please find more details about SFU2021 at: www.sfu.ca/sustainability/SFU2021.html

We are now in Phase 2 of the development of SFU's next Sustainability Strategic Plan, the visioning phase. There are a number of ways that students, staff, faculty, alumni and community members can be involved in visioning and developing strategies for sustainability at

SFU. These SFU2021 events will be happening across all three of SFU's campuses, Burnaby, Vancouver and Surrey, between now and Fall 2016.

You can get involved by:

- Contributing your ideas to pop-up visioning sessions at existing SFU events. Please see the SFU 2021 website for our calendar of events.
- Hosting your own community conversation. Use this guidebook to lead a group of friends, colleagues, or peers through a discussion on what your vision of a sustainable SFU is for the long-term. Submit your responses to contribute to the sustainability visioning process.
- Attending one of the facilitated dialogues at Surrey, Vancouver, or Burnaby in March to help develop topic-specific visions for the university.

For more information on the four phases of developing SFU's next Sustainability Strategic Plan, please see the SFU 2021 Website.

COMMUNITY CONVERSATIONS

Sustainability means different things to everyone, and we're interested in what the SFU community has to say about sustainability at the university.

The SFU 2021 community conversations are **one hour dialogues that anyone can host, to discuss the future of sustainability at Simon Fraser University.** The idea behind the community conversation format is that a small, comfortable conversation, based on dialogue and exploration, can focus on what community members find most important about an issue (SFU's sustainability future, in this case), and can bring forward community ideas that might not otherwise be shared. These conversations are one manner that students, staff, faculty, alumni and community members can inform the development of SFU's vision for sustainability, and the next Sustainability Strategic Plan.

Use this guidebook to lead a group of five to 10 friends, colleagues, or peers through a discussion on what your vision of a sustainable SFU is for the long-term. This guidebook includes a detailed agenda for the conversation, tips on organizing, facilitating and capturing your SFU2021 community conversation and a sample invitation e-mail.

The results of the community conversations that are submitted through the SFU2021 process will be used,

alongside ideas shared at other visioning events, to identify themes that are of importance to the SFU community for the next Sustainability Strategic Plan (SSP). These results will also help to develop and inform topic-specific visions that will form the backbone of the SSP. The compiled content from all community conversations will be made accessible on the SFU2021 website.

HOSTING A COMMUNITY CONVERSATION

As a community conversation host, you are creating space where diverse SFU community members can have a constructive conversation about sustainability at SFU. The goal is to help create a space where people feel comfortable to listen to others and learn, and to share their own ideas and insights. It is also an opportunity to bring people together to inspire one another as they help shape SFU's sustainability planning.

The remainder of this guidebook walks you through how to host an SFU2021 community conversation.

Step 1. Arrange a meeting room and a note-taker

Find a location that will comfortably fit the group size you hope to invite to your community conversation. **Look for a location where there is some free space to put things on the wall, and where tables or chairs can be arranged so that everyone is facing one-another.** When booking a room, consider including a bit of time before and after the planned dialogue for set-up and take-down.

Suggested venues:

- Booking a meeting room over lunch
- Booking a classroom through your department for a short period of time
- Booking a group study room

The other important part of the dialogue is to find a note-taker. This person will be an additional person at the community conversation, responsible for taking notes during the dialogue as you facilitate it, to ensure that as the conversation is going on, the details are captured. Having a note-taker will give you the chance to focus on encouraging constructive, open conversation, while being confident that all the ideas that are being discussed will be written down. The information that the note-taker submits to the

SFU 2021 process is what will be used to inform the sustainability planning process (see Appendix D for a reporting template).

Step 2. Invite your guests

Community conversations work best with a small group. We suggest between five and 10 people (at the maximum). The guests you invite can be anybody who you think may be interested in the future of sustainability at SFU, or in a specific aspect of sustainability at SFU. We encourage you to host a community conversation with your colleagues, with your friends, or with peers in your program or a class that you have. If you'd like, you can convene your conversation on a particular topic related to sustainability at SFU, chosen beforehand, i.e. energy and emissions, zero waste, health, research, etc. You can also decide to focus in on one element of sustainability during your conversation, with the group that is attending.

Consider inviting your guests through the form of communication that best suits the invitees. This could be through:

- An SFU Connect calendar invite
- A facebook event
- An email
- A written invitation

Please find a sample e-mail invitation in Appendix A.

Three to seven days before the dialogue, send your guests a reminder. Encourage them to look at the Sustainability Reporting Initiative website for more information on sustainability at SFU. **Confirm that your note-taker can still attend.**

Step 3. Get ready on the day of your dialogue

Supplies

On the day that you hold your community conversation, make sure you have:

- A sign-in sheet (Appendix B)
- The agenda posted somewhere clearly visible (See proposed agenda below)
- Name tags (optional-available in the Community Conversation Supplies Packages that can be borrowed from the SFU Sustainability Office)
- Paper or charts for Discussion 2: Strengths and Opportunities Activity (also available in the Community Conversation Supplies Packages, if needed)

- Copies of the Community Conversation Worksheet sheet for people to record their responses (Appendix C)
- A couple of copies of the SFU 2021 information sheets on topics that may be discussed during the dialogue (optional-you can access these on the SFU 2021 Website)
- A confirmed note-taker

Preparing the room

The set-up of a room can help create the comfortable, welcoming environment you are hoping to encourage for your SFU2021 community conversation. Some ways that you can create this space are:

- A confirmed note-taker
- Arrange the chairs so that people can see one

another (a circle, or all seated around a table).

- Place the sign in sheet and name tags close to the door.
- Make the agenda visible for the attendees.
- Set out refreshments (if you have them).
- A note-taker in a place where they can hear the conversation well and have access to an electrical outlet if they are using a computer.

Step 4. Host your conversation

Please use the materials below to host the conversation. The agenda is printable for the day of your conversation, and **the annotated agenda that follows walks you through the hosting process for each item on the agenda.**

Agenda

Time Allotted

10 minutes

25 minutes

5 minutes

15 minutes

5 minutes

60 minutes

Agenda Item

Welcome and Introductions

Discussion 1: Envisioning a sustainable SFU

Recap of Discussion 1

Discussion 2: Strengths and Opportunities

Closing remarks

TOTAL TIME

Annotated agenda for facilitation

Time Allotted	Activity and Notes	Notes
10 minutes	Welcome and Introductions - The host welcomes participants and introduce themselves. - Recognize the traditional territory you are gathered on to hold your conversation. For example: "Before going further, I wish to acknowledge the traditional Aboriginal territories of the Coast Salish Peoples, and in particular, the Squamish, Musqueam, and Tsleil-Waututh First Nations (in Metro Vancouver) on whose territory we gathered." - Thank those in attendance and for taking the time to be part of this community conversation. - This is a one-hour community conversation on sustainability at SFU, we will be discussing what your vision of a sustainable SFU is for the long-term. The goal for today is to answer the questions: "Where do we want to go?" "Where are we now?" - The two parts of today's agenda aim to get us to answer those questions. - This is one of several SFU2021 visioning events that are being held this semester to help develop SFU's next Sustainability Strategic Plan. - We will be taking notes of this conversation, which will be compiled to inform the SFU2021 process. The notes from today's community conversations will be compiled with those from conversations other people are hosting to identify themes that are of importance to the SFU community for the next Sustainability Strategic Plan, and to develop theme-specific visions that will form the backbone of the plan. - Today the focus is on gathering ideas and learning from others. As we think about the vision of SFU's sustainability future, we have the room to dream big-let's not let current challenges constrain what we would like to see in the future. Introductions - We will now take five minutes to go around the table to introduce ourselves. - Please tell us: - Your name - One reason why you wanted to attend this conversation today.	-Be sure the tables are arranged so that everyone can see one another. -If you are not in Metro Vancouver, you can consult page 3 and 4 of the BCTF Aboriginal Education Booklet to help identify the Traditional Territories where you are hosting your community conversation : http://www.bctf.ca/uploadedFiles/public/AboutUs/ServicesHandbook/1AbEdProgram -Place one worksheet at each seat. -Make sure everyone has grabbed a name tag and has filled in the sign-in sheet.

20 minutes	Discussion 1: Envisioning a sustainable SFU - We are going to begin today by thinking about where we'd like SFU to go in the future in terms of sustainability. For the next twenty-five minutes we are going to discuss what that sustainable future would look and feel like to us. - Please take three minutes to write on the sheet in front of you how you would answer: "In the future, what does a sustainable SFU look and feel like to you?" Once the participants have had three minutes to write down some answers, get the conversation going through popcorn-style sharing of ideas: - Now that you've had some time to think about what a sustainable SFU might be like in the future, I'd like to invite anyone to share some of their ideas. We'll let people share their thoughts as they feel comfortable-and not in any order. As someone shares an idea, we'll take some time to talk about whether anyone had a similar idea or if that vision of the future prompted any thoughts for others. - Does anyone have any perspectives they'd like to share? Let people share their ideas when they are ready. Ask questions that could lead the participants to delve deeper into the idea or that might clarify what they are thinking. Get curious! Some of these could be: - Did anyone else have a similar thought/vision? Or a thought on the same topic they'd like to discuss? - How would that make your experience at SFU better? - What would have to change for this to happen? Continue to ask for examples that participants wrote down on their sheets. If the conversation reaches a lull, this can be an opportunity to pause and re-cap what has already been discussed, to see if that prompts other ideas.	-Worksheet set out at each person's seat -A few examples of how you would answer the dialogue question, to share if people are nervous to share their own ideas at first. -Note-taker is set up to hear the conversation well. -The popcorn-style, idea-sharing format is letting people speak up when they are ready, rather than calling on people, or going around in a circle (just like how popcorn kernels pop at different times when they are hot enough).
5 minutes	Re-cap of Discussion 1 Take five minutes at the end of the conversation to re-cap all of the ideas that were discussed. This can be a high-level mention of the various different topics that were discussed. You can ask the note-taker if you have missed mentioning anything. Invite people to add any last thoughts Now that we've reviewed what we just discussed, were there any last thoughts people would like to add to share with the group and add to the notes?	-Note-taker is set up to hear the conversation well -See if the Note-taker can assist with highlighting the major ideas that were discussed.

15 minutes	Discussion 2: Strengths and Opportunities • One part of building SFU's next Sustainability Strategic Plan is working from the strengths we already have. We'll take the next ten to fifteen minutes to brainstorm some of these strengths, and opportunities that you see the university has in sustainability. • Please take three minutes to write on the quadrant in front of you to answer: "What are SFU's greatest strengths/assets?" • These can be in terms of people, physical assets, institutional structure, or relationships. There are some examples of each of these types of assets in the sheet in front of you. • What might already be in place that would support the vision elements that we discussed earlier? Invite people to share the strengths that they listed popcorn style again. Record answers on the sheet as people share them. • Would someone share some of the strengths they see SFU having that might support the visioning we discussed earlier? Once people have listed their assets from their sheets, ask if anyone has anything else to add. If people are struggling with this question, you could ask a few other questions to help them think about the strengths of the university: • Who or what do you turn to when you are hoping for sustainability inspiration? • What makes you able to integrate some sustainability into your job/teaching/learning? • Who or what do you rely on for help or guidance on sustainability issues? If there is time, you can also ask people if they see any sustainability opportunities that SFU has that they could take advantage of. How can we build on these strengths? What opportunities do we have? Further ideas can be recorded on the bottom of their one-page sheets and on the bottom of the flip chart paper or by the note taker. Wrap by spending two minutes highlighting the strengths listed. • Building off of the conversation we had about the future of sustainability at SFU, we've identified a number of strengths and tools that the university already has to move towards this vision. • Review these strengths off the flip chart paper a loud.	-Worksheet set out at each person's seat -Flip chart paper with the quadrant to write on. -Markers to record the answers. -Note-taker is set up to hear the conversation well.
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5 minutes	Closing remarks • Thank you for taking valuable time out of your day to share your ideas and to learn at this community conversation. • Today we had a chance to explore how we envision a sustainable SFU and what some of the strengths are that we can build on to work towards this vision. • The notes from this conversation will be submitted through the SFU2021 process to the Sustainability Office. These will contribute to the development of the vision section in SFU's next Sustainability Strategic Plan, and will inform the rest of the planning process. • If, after you leave today, you think of anything else you would like to add, please don't hesitate contact me, or the Sustainability Office (sfu2021@sfu.ca).	
60 minutes	TOTAL TIME	

Step 5. Reporting the results of your Community Conversation

Community members from all across SFU are being invited to host and report back on their own Community Conversations. The results of these community conversations will be compiled to identify themes that are of importance to the SFU community for the next Sustainability Strategic Plan, and to develop theme-specific visions that will form the backbone of the plan. We will compile the ideas from all the community conversations that are submitted, as well as the ideas submitted at one-off events during the same time, and these will be made accessible on our SFU2021 website. Please see Appendix D for the reporting format for the conversation.

Please return the results from your community conversation to the Sustainability Office by Friday, February 26th, if you would like the results included in documents for in-depth dialogues held in March, or by March 25th to have the results included in the broad visioning engagement process.

The Sustainability Office can help you run your Community Conversation. We are available to walk through the community conversation process if you've got any questions, and can provide supplies for convening the conversation. Please contact Erica Lay (erica_lay@sfu.ca) at the Sustainability Office if you have any questions.

Appendix A: Sample invitation

Hello!

SFU's Sustainability Office has recently launched SFU2021, a university-wide engagement process to build a long-term sustainability vision for SFU and develop the next Sustainability Strategic Plan (2017-2021). I'd like to invite you to a Community Conversation to add our voice to this process.

SFU community members across the university are holding community conversations (facilitated group discussions with around five to 10 friends, colleagues or peers) to capture ideas for our vision for a sustainable future for SFU. Please join me by attending the conversation that I am hosting on [INSERT DATE AND TIME HERE].

During this meeting, I'll go over SFU2021 and we'll spend about 45 minutes [CHANGE TO REFLECT YOUR PLANNED TIME, IF DIFFERENT] in conversation on the future of sustainability [INSERT TOPIC HERE IF YOU ARE NOT DISCUSSING SUSTAINABILITY IN GENERAL] at SFU, and the strengths SFU already has that we can build off of. I will report our ideas and thoughts back to the Sustainability Office, so they can help to inform the vision and Plan.

If you would like to review some information beforehand you can check out the SFU2021 homepage here: www.sfu.ca/sustainability/SFU2021.html

For some information on the actions that are being taken with respect to sustainability at SFU, you can check out the Sustainability Reporting Initiative (www.sfu.ca/sri) and the SFU Sustainability website (www.sfu.ca/sustainability).

I would be delighted if you joined me for this community conversation. Please feel free to contact me with any questions.

Best wishes
[NAME]
#SFU2021

Appendix B: Sign-in sheet

[illegible]

Appendix C: Community Conversation Worksheet

SFU 2021: Community Conversations

Help develop SFU's next Sustainability Strategic Plan!

SFU's current institution-wide Sustainability Strategic Plan expires in 2016. The Sustainability Plan contributes to decision-making for SFU's operations, academics and research.

Between Fall 2015 and Fall 2016, the Senior Sustainability Council and Sustainability Office are inviting **students, staff, faculty, alumni and community members to participate in SFU2021**, the development of a long-term vision for SFU and the next five-year Sustainability Strategic Plan.

What is a community conversation?

Community conversations are one way you can get involved in SFU2021. They are **one hour dialogues that you host with five to 10 colleagues, peers, or friends on the future of sustainability at SFU**, capture what people discussed, and send it to us to inform the development of SFU's vision for sustainability, and the next Sustainability Strategic Plan.

The results from all the community conversations that are held by SFU community members will serve to inform other cross-university dialogues held in March 2016.

How do I host a community conversation?

We will provide you with a **community conversation guidebook**, which includes a more detailed description of community conversations and the SFU2021 process, an annotated agenda for the conversations, tips on organizing and facilitating the conversation and sample invitation e-mails.

You will also be able to **find information sheets on different sustainability topics on the SFU2021 website**. Staff at the Sustainability Office are available to walk through the community conversation process if you have any questions, and we can provide some supplies for convening the conversation.

How can I find out more about SFU2021?

Please check out the SFU2021 website for an overview of the SFU2021 process and for updates: www.sfu.ca/sustainability/SFU2021.html. You can also find information on SFU's progress on key sustainability metrics, and links to more of this type of information at the **new Sustainability Reporting Initiative site**: www.sfu.ca/sri.

Visioning Question:

In the future, what does a sustainable SFU look and feel like to you?

Asset-mapping:

Currently, what are SFU's greatest strengths/assets? How can we build from these?

People/Knowledge	Physical Assets
• E.g. Pacific Water Research Centre •	• E.g. Blusson Hall (Green Building) •
Institutional Structures	Relationships
• E.g. Sustainability Ambassador program •	• E.g. Partnership with Clean Energy Canada •

Appendix D: Reporting template

Name (department, group or individual):

Date:

Please try to capture as many of the main points of the discussion as possible. Where possible, include the examples mentioned by community conversation participants. Please staple together all of the notes from your dialogue if you are submitting them in paper copy, or scan or save all of the notes in one document if you are submitting them electronically.

Discussion 1: Visioning at SFU

In the future, what does a sustainable SFU look and feel like to you?

Discussion 2: Strengths and Opportunities Activity

Currently, what are SFU's greatest strengths/assets? How can we build from these?

People/Groups and Knowledge

Physical Assets

Institutional Structure

Internal and External Relationships