

**Department of Fisheries and Aquatic Sciences**  
**Faculty Retreat**  
**September 8, 2006**

**GUIDELINES FOR SMALL GROUP BREAKOUTS**  
**OBJECTIVES AND ISSUES**

1. Pick a Reporter to summarize your work during Small Group Reports.
2. Pick a person to type up the work you do on the computer provided.
3. Follow the questions in the sequence asked.
4. Keep close track of your time.
5. Don't allow too much discussion; keep discussion focused.

**DUTIES OF EACH GOAL SMALL GROUP:**

1. **FOLLOW STEP BY STEP, DO NOT PROCEED TO NEXT STEP UNTIL YOU HAVE FINALIZED THE STEP YOU ARE WORKING ON.**
2. **General Review:** Review the issues that are on your Goal sheet.
3. **Issue Group Organization:**
  - a. **Definition of an Issue:** A point of matter of discussion, debate or dispute.
  - b. Look at the issues again and come to consensus on:
    - i. Do they belong where they are?
    - ii. If not, give them to the group you feel is appropriate. If they belong in more than one group, make duplicates.
    - iii. Do you notice any patterns emerging?
    - iv. Sub-group is you think appropriate.
4. **Objective identification:**
  - a. Objectives seek to reach the goal while resolving the issues. One goal can have several issues and several issues may be addressed by a single objective. Some objectives will address more than one Goal.
  - b. Begin to develop the Objectives with regard to the issues in your Goal group only.
  - c. Don't worry about coordination with other groups at this point; that will come later.