

Facilitators will use the System Review Guiding Questions to review and revise the systems with their Nexus Teams. Each team will assign four (4) additional roles to assist the facilitators with process management

Roles and Responsibilities **Facilitators (2)**-will schedule meetings, design meeting agendas and facilitate the discussions and system review process. **Scribe**-will take notes including any recommended system changes during each meeting and post in the team folder. **Focus Keeper**-will keep team focused on the agenda topics and time **Resource Managers (2)**-will identify and find system related resources to support topics of discussion/review; upload resources to the folder

### **System Review Guiding Questions**

1. What is the PURPOSE of the system? (protocol, policy, procedure, process, philosophy) (Discussion of the system)
2. How do we currently set and measure the standard of success for the system? (Discussion of the metrics and process to monitor the system's effectiveness)
3. If compliance with the system is part of measuring its effectiveness, how do you assess compliance? (Discussion of the metrics and process to monitor the system's ability to maintain compliance)
4. What is working well with the current system? (Quantitative and qualitative data review of the current system)
5. Does the current system have known weaknesses, unconscious biases, unintended negative consequences, other points of failure, and if so, what improvements would reduce these failure points? (Data review of the current system)
6. How does your system compare with peer institutions? (Peer review of similar systems)
7. Does the system consider our District diversity and have an equity lens? (Consideration of impact related to ethnicity, race, religious expression, socio-economic status, language, disabilities, gender identity and expressions, sexual orientation)
8. Does the system align with other associated systems? (Review of related systems, system implications, and system impact on the organization)
9. Are any changes needed to the system to reflect current climate, trends, state and federal legislative changes? (Review of system current relevancy)