

# Interdepartmental Collaboration Framework

## Executive Summary: Integrated Collaboration Model

### Overview

This framework provides a structured approach to interdepartmental workshop collaboration, specifically designed to eliminate "ownership dilution" and the "design-by-committee" effect. By establishing a clear leadership hierarchy, the model ensures that joint sessions remain cohesive, professional, and focused on high-impact student outcomes.

### Core Objectives

**Instructional Cohesion:** Ensures a "one-voice" student experience by consolidating all content into a single, aesthetically unified Master Deck managed by a Lead Architect.

**Operational Efficiency:** Reduces interdepartmental friction and planning fatigue through pre-defined roles and a clear Hierarchy of Precedence for decision-making.

**Quality Control:** Implements rigorous "Guardrails," including a final content green light 48 hours prior to delivery, to protect the pacing and integrity of the learning arc.

### The Lead Architect Logic

To maintain a high standard of delivery, every collaborative session must have a single Lead Architect. This role is determined by a ranked priority system:

**Origin of Concept:** The department that performed the initial research and strategic design.

**Mission Alignment:** The department whose core goals most closely match the student learning objectives.

**Resource Investment:** The department providing primary funding or administrative support.

### Conclusion

This model moves away from a "baton-pass" style of presentation toward a sophisticated "Co-Anchor" delivery. By clarifying authority and logistics at the kickoff stage, we allow each

department to contribute their highest level of expertise without compromising the student experience.

## Purpose

To ensure high-quality, cohesive, and non-redundant programming by clarifying participation roles and alignment expectations in cross-departmental workshops. Clear role definition ensures students receive precise, complementary guidance without duplication or mixed messaging.

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## I. Workshop Participation Models

### Directed Model (One department leads and is supported by others)

#### Type 1: Subject Matter Expert (SME)

The Workshop Lead designs and manages the overall learning arc, instructional sequencing, and core curriculum. SMEs contribute targeted expertise within clearly defined parameters.

- **Role A: Consultative Expert (Q&A Focus)**
  - **Purpose:** Provide real-time clarification and technical expertise.
  - **Structure:** No separate slide deck.
  - **Format:** Participation occurs during designated Q&A segments.
  - **Scope:** Responsive and advisory in nature.
- **Role B: Departmental Resource Expert**
  - **Purpose:** Introduce department-specific services, processes, and logistics.
  - **Structure:** Brief presentation segment, typically 10 to 15 minutes.
  - **Scope:** Focused solely on how students engage with that department's unique resources.
- **Role C: Content Specialist**
  - **Purpose:** Deliver specialized instructional content within the guest's area of expertise.

- **Structure:** Pre-aligned materials integrated intentionally into the workshop flow.
- **Scope:** Defined learning objective that complements and does not duplicate Host Department content.

## **Partnered Model**

### **Type 2: Integrated Co-Leadership**

**Purpose:** To deliver high-stakes sessions where the subject matter from two departments is coordinated and designed together. This model requires a unified/ thoughtful delivery to ensure students do not receive fragmented or conflicting advice.

#### **The Lead Architect:**

To avoid dilution of ownership, one department is designated as the **Lead Architect** for the session. The Lead Architect is determined during the initial project kickoff according to the following **Hierarchy of Precedence**:

1. **Idea Conception and Pre-proposal Investment:** The department responsible for the initial research, strategic design, and proposal for the session holds primary ownership of the instructional vision.
2. **Departmental Core Mission:** Should the origin of the concept be shared, the department whose core mission aligns most closely with the primary learning objective acts as the Architect.
3. **Departmental Budget Allocation:** In cases of equal conceptual and mission alignment, the department providing the primary resource or financial allocation assumes the Architect role.

**Authority:** The Lead Architect has the final authority on instructional sequencing, pacing, and slide aesthetics to ensure a cohesive student experience.

- **Structure:** Content and learning objectives are collaboratively established from the outset, but all materials must be integrated into **one unified Master Deck** managed by the Architect.

- **Delivery:** Both leads act as "Co-Anchors," staying present and active throughout the session. Rather than a "baton pass," the delivery is a moderated dialogue where both experts provide real-time context to each other's points.
  - **Alignment:** Roles, specific speaking transitions, and "who answers what" during Q&A are codified 48 hours prior to the session.
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## II. Collaboration Protocol

### Type 1 Participation (Directed)

To preserve instructional clarity, sequencing, and session timing:

1. **Pre-Session Alignment:** Guest slides or structured talking points are shared in advance to allow integration into the existing learning arc.
2. **Duplication Review:** Materials are reviewed to avoid redundancy and ensure students receive distilled, complementary guidance.
3. **Sequencing Coordination:** The Workshop Lead coordinates transitions and inclusion of materials to maintain coherence, pacing, and learning outcomes.

### Type 2 Participation (Partnered)

When workshops are co-led, the following *Guardrails* prevent conflict and ensure quality:

1. **The "Master Deck" Rule:** To eliminate uncoordinated presentations, all content is built within a single shared document. The Lead Architect sets the visual template and the "Learning Arc," and the Partner Lead integrates their specialized modules into that existing flow.
2. **The Final Sign-Off:** Both leads must provide "Greenlight" on the final version of the materials no later than two business days before the event. If a consensus cannot be reached on a specific slide or talking point, the **Lead Architect** makes the final decision to preserve session flow.

3. **Synchronized Transitions:** Co-leads meet for a 15-minute "Run-of-Show" briefing to confirm transitions. This prevents the "Who is next?" awkwardness that can occur when ownership is too vague.
4. **Shared Accountability + Defined Follow-up:** While both share responsibility for student outcomes, post-session tasks (e.g., email follow-ups, recording distribution) are split by department expertise: the Host Department handles primary strategy queries, and the Partner Department handles technical or niche compliance queries.

PERSONAL FRAMEWORK (INTERNAL ONLY)

### III. Type 2 Kickoff & Planning Record

<i>Phase</i>	<i>Milestone / Task</i>	<i>Deadline</i>	<i>Status</i>
<b><i>I. Roles</i></b>	<b>Lead Architect:</b> (Final say on arc, pacing, and design)		<input type="checkbox"/>
	<b>Partner Lead:</b> (Specialized module integration)		<input type="checkbox"/>
<b><i>II. Design</i></b>	<b>Master Deck Link:</b> (Single shared document)		<input type="checkbox"/>
	<b>Primary Learning Arc:</b> (The student's "takeaway" goal)		<input type="checkbox"/>
<b><i>III. Timeline</i></b>	<b>Content Integration:</b> (Drafts due in Master Deck)		<input type="checkbox"/>
	<b>The "Greenlight" Sign-off:</b> (Final version lock - 48hrs prior)		<input type="checkbox"/>
<b><i>IV. Delivery</i></b>	<b>Run-of-Show Briefing:</b> (15 min transition walk-through)		<input type="checkbox"/>
	<b>Q&amp;A Roles:</b> (Who answers what based on expertise)		<input type="checkbox"/>
<b><i>V. Follow-up</i></b>	<b>Strategic/Primary Follow-up:</b> (Email/Resources)		<input type="checkbox"/>
	<b>Technical/Specialized Follow-up:</b> (Niche queries)		<input type="checkbox"/>