# **Clarifying Roles, Minimizing Misconceptions**

# **TOPkit Workshop 2018**

1. What is your position title?
2. What is the name of your unit/department? (e.g., Office of Distance Learning)
3. What unit/department is your governance? In other words, what department does your unit belong to? (e.g., Informational Technology, Office of the Provost)
4. List the top three responsibilities that consume most of your time as instructional designer.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Share at least one *effective* strategy you use to communicate your role to faculty.