

# Building an Anti-Racist Digital Curation Curriculum Workshop: Facilitators' Guide

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## Description

This one-hour workshop is a first step for groups of people who want to work in community with each other to include material in their teaching that mitigates harm based on race in collections. It is intended to celebrate the perspectives of practitioner peer trainers and other types of instructors in addition to formal educators at academic institutions. Participants answer some reflective questions about their intentions for the day, then break out into small groups to discuss an area of digital curation practice for 25 minutes. Then participants come together for a short debrief before ending the session.

## Learning Object Type

Instructor support

## Learning Objectives

This learning object might be used in a lesson to satisfy the following learning objectives:

- Analyze the ethical considerations for tools and methods used in born-digital curation
- Advocate for the use of community-built and -supported open-source tools in digital curation

## Facilitators' Guide

*Day and Date of Workshop*

*Time in local and UTC or other relevant zones*

*Link to any relevant web pages with registration details*

### Roles

*Assign a person to each role prior to the workshop.*

- *Technical host: the person who sets up the virtual meeting; ensures the facilitators have all the permissions they need once in the platform; and who is on call during the workshop in case anyone has trouble using the meeting platform*
- *Notetaker and chat monitor: takes notes and interrupts the facilitator if there's anything important in the chat; this role is for the full group sessions only*
- *Code of Conduct monitor: monitors the environment for any violations to the group's code of conduct and serves as a person intake report violations*
- *Facilitator roles: passing the baton to different speakers helps keep the energy up, and the script makes facilitation of this workshop fairly straightforward*
  - *Facilitator for Welcome*
  - *Facilitator for Reflection*
  - *Facilitator for Group discussion+closing*
- *Slides: one person to advance the slides; this person should not be on call for other activities that require their screen during the slide portions of the workshop.*
- *Breakout room notetakers: in this workshop, the breakout room facilitators use an active facilitation method called progressive stack that is difficult to manage while notetaking. If you intend to facilitate using stack, coordinate a notetaker for each room or build into the script some time to recruit one at the beginning of the breakout.*
  - *Room 1:*
  - *Room 2:*
  - *Room 3:*
  - *Room 4:*

### Slides:

Link to the slides. Sample slides from BitCuratorEdu Summit 2021:

 [Building an Anti-Racist Digital Curation Curriculum: Slides](#)

### To do before the Workshop:

- Create a registration method and develop a communications plan for promoting the event
  - *The Summit facilitators used Eventbrite as an events management platform and has frequently used Zoom's registration feature for public events not managed in a separate event platform.*
- Send agenda out in advance to all registrants so people can see what the topics are and be ready to join their preferred breakout group
- Decide how you will poll participants in the first reflection
  - *The Summit facilitators used a live, anonymous Zoom poll, but you could also pose the questions, ask people to answer in the chat, and save the chat; or use another live polling platform of your choice.*

### Agenda

Opening and Welcome - [Facilitator's Name] 5 mins

Tech host: Make facilitators co-hosts

Facilitators: Contact [tech host name] if you have trouble

Script: Introduction and housekeeping - 3 mins

[Facilitator's name]: Thank you for coming, and more importantly, for your interest in anti-racist pedagogy. Our goal today is to learn together. Particularly, we want to answer the question:

What constitutes anti-racist pedagogy(ies) in digital curation and digital forensics? Including, what would an anti-racist digital curation curriculum look like? Who would be represented, how would it be delivered?

In this discussion, we hope to engage educators from multiple contexts and backgrounds, not limiting the perspective to academic institutions but also bringing in peer trainers and instructors in continuing education.

This is an opportunity for us to start a continuing conversation in the digital curation community about how we approach the teaching of tools and concepts, with the hopes that this will lead to more conversations in the future and the shaping of an actionable vision of how anti-racist pedagogies could and should shape how we teach digital curation and digital forensics.

In this hour-long session, we will have opportunities to reflect, share thoughts and ideas, and break out into smaller groups to discuss.

Here are some things to know about today's workshop:

- Have a pad & paper or favorite electronic notepad ready to do some personal reflective writing
- [Chat monitor's name] will be the Q&A observer

## BitCuratorEdu Learning Object

- [Code of conduct monitor's name] is our Code of Conduct monitor today and will share more information in the chat. Community guidelines & CoC <https://bitcuratorconsortium.org/code-of-conduct/>
- Later we will be going into breakout rooms where you will choose your topic. There will be [#] rooms: [List the topics]
  - *The Summit facilitators chose Metadata; Vendors, Tools, and Services; Using Algorithms; Pedagogy & Curriculum*
- [Information about whether or not the session will be recorded]
  - *Summit language: The full group portions of this session will be recorded. The breakout rooms will NOT be recorded. At this time we are planning to share the recording on the BCC website, but we will review for sensitive content and may change this plan after the event. Please feel free to talk openly in this session.*
- Introductions for each facilitator - ~2 mins / 30 seconds per facilitator

## Reflection - [Facilitator's Name]

10 mins

- What kind of teaching and education are you involved in or interested in developing skills in? Answer the poll that pops up in Zoom, and feel free to share more about why you're here in the chat. (1-2 mins)
  - Tech host: Open poll
- We'd like two or three people to quickly share a bit more about why they're here. Who would like to share? (3 mins max)
- Take a moment to reflect on your intentions for this session. What brought you to this session today? What did you want to learn from others and what do you want others to learn from you? Write down your response and keep the answer to yourself. We will revisit this at the end of the session. I'll give two minutes of silent writing time.
  - [After 2 minutes, if we aren't already out of time for this section] Do folks need a little time to reflect? Please use the slow down button or say in the chat "more time" if you need a little more, otherwise we will move on.

### Breakout Rooms - ALL

25 mins

- Thank you for spending some time to slow down and reflect. We're now going to head into some short breakout sessions to discuss with each other. Each breakout room will have a prepared facilitator who will take you through the discussion on the topic. [\[Open the breakouts now\]](#)
- The topics are: Metadata; Vendors, Tools, and Services; Using Algorithms; Pedagogy & Curriculum. [Share the topics in the chat] Please move to your desired breakout, and your facilitator will be there in just a moment. If you have trouble entering a breakout room on your own, you can send a chat to Caitlin, or just drop your breakout room name in the chat and we'll get you to where you need to go.
- *Link to a participants' agenda and collaborative notetaking document*
  - *Example from the 2021 Summit:*

[Building an Anti-Racist Digital Curation Curriculum: Shared Notes](#)

### Breakout Room Script

*Note: Facilitators will need to keep the [link to: Participants' Agenda and Collaborative Notes] open in another tab during the breakout to follow along with attendee participation.*

**Tech host: Close breakout rooms 1 minute before this section's end time**

Thanks everyone for joining this session! Let's quickly go around and say your name and pronouns if you'd like to share. I'm \_\_\_ and I use \_\_ pronouns, and I'll pass it off to \_\_. \_\_, please pick the next person when you're done, and so on until we get to say hi to everyone.

*Keep track of who has introduced themselves. Help people pass the baton, especially toward the end when there are just a couple people left.*

Great! We'll be doing some collaborative writing directly into the notes, and we have a notetaker to document our discussion after that. We'll need one person to report back in about a 1-minute summary when we go back to the big group. Can anyone volunteer to summarize for us?

Thank you! Here's the link to our collaborative notes: [\[link\]](#)

Now let's take a look at the first set of questions. I'm going to read the question, then we will jot down some thoughts directly into the shared notes document, or you can type them up in a different window and paste when you've finished your thought, whatever works for you. After that, we will have a group discussion.

The first question is - How would you define "anti-racism"? Identify the words or concepts that you associate the most with "anti-racist pedagogy." How do you enact "anti-racist" pedagogy in your mentoring and teaching?

I'm turning off my mic for a moment while we all think and write. I'll bring us back together in a couple minutes.

*[Tip: have your answer ready before the session so you can focus on facilitating and take a little breath here! Wait about 2 minutes, or if there are already a lot of thoughts in the doc you can bring everyone together a little early.]*

Okay, I hope that was enough time to get something down. While you're wrapping up your thought or copying and pasting notes over to the doc, I'll explain how this discussion will be facilitated.

I'll be trying to make sure everyone gets to speak at least once in this breakout, and I'd like to take stack to achieve that goal. A stack is a list of speakers that the facilitator manages to ensure as many people get to speak as possible. If you would like to speak, please type "stack" in the chat or you can un-mute and quickly say it (don't worry about interrupting; I will keep us moving!) You are welcome to add comments via the notes doc or chat instead of voice at any time. Any questions?  
[pause]

Okay - back to the question at hand - how would you define anti-racism? How do you enact "anti-racist" pedagogy in your mentoring and teaching? Please say or type the word "Stack" in the chat to discuss.



## BitCuratorEdu Learning Object

*If no one offers an answer, pick one or two from the list and reflect on them, and see if that garners further discussion. Wrap up discussion on this topic by 11:55AM PT / 2:55pm ET, and close the stack about 30 seconds before. If anyone is left on stack who didn't get to speak, encourage them to add more thoughts to the document if they like.*

So many great answers here. Now let's move on to the next question and primary topic of this breakout room. We'll do the same exercise as before: silent brainstorming then group discussion.

*Ask the second question; give about 2 minutes, then bring everyone back together.*

Okay, let's wrap up our thoughts on this one. I'll pause a couple seconds while you finish. Let's discuss - if you'd like to go ahead and talk about your answer, please say or type the word "Stack" in the chat.

*If no one offers an answer, pick one or two from the list and reflect on them, and see if that garners further discussion. Wrap up discussion on this topic by [TIME], and close stack about 30 seconds before. If anyone is left on stack who didn't get to speak, encourage them to add more thoughts to the document if they like. You will get a 1 minute warning before breakouts close, or you can all return to the main room if you finish early.*

Thank you everyone for that great discussion - and to \_\_ for taking notes, and \_\_ for offering to report back!

### Group Discussion - [Facilitator's Name]

15 mins

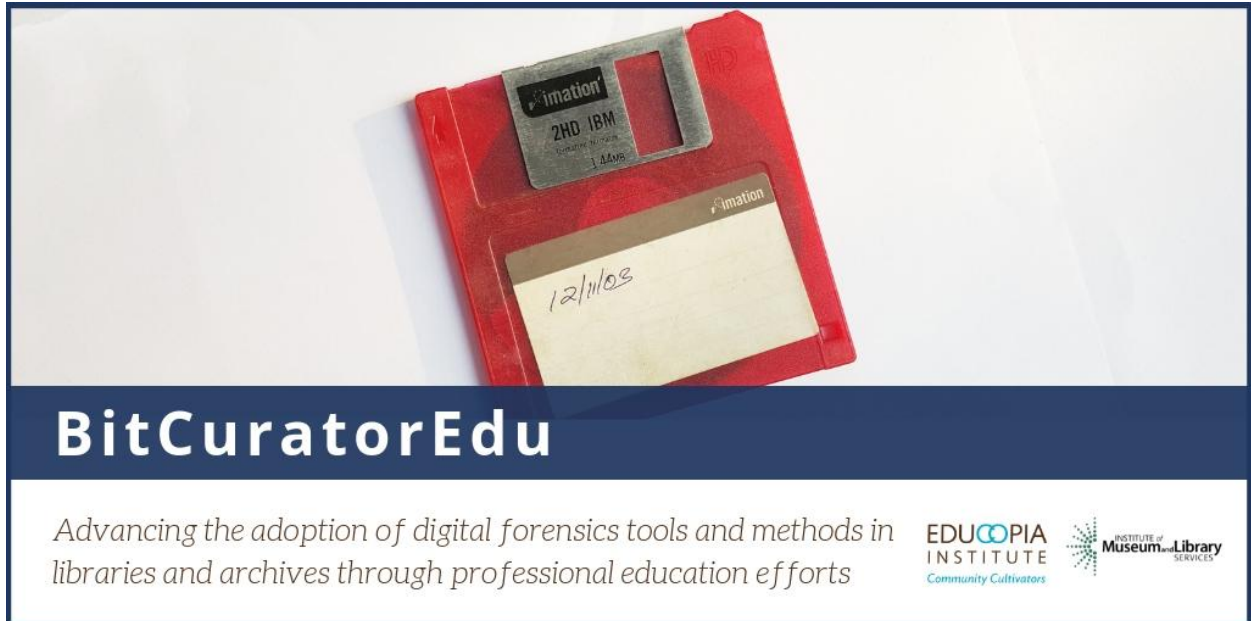
- We know that was fast, but we hope you had some rich discussions in that short amount of time. Let's hear from 1 person from each group.
- [If the time is getting short, put a time limit on the report backs like 1 minute maximum]
- We will also share the notes back out to all attendees so that you can revisit and review what other groups discussed.

Closing - [Facilitator's Name]

5 mins

Thank you so much for your participation today! For our last few moments together, I'd like for you to revisit your response to one of the questions we opened with - What did you learn from others today? Please share in the chat, we will highlight a few via voice, and you all are free to exit the zoom room whenever you are ready to go. We know that this was a painfully short time to discuss this topic, and look forward to future conversations with you all in the future.

- Shout out a few of the responses and thank the participants for sharing.



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