

HOOSIER HYBRID 7-12 TEACHER ONLY DATA MEETING AGENDA

Guiding Questions:

- What do we expect students to learn?
- How will we know what students are learning?
- How will we respond to students who are not learning?

❖ PRIOR TO THE MEETING

- Data: teachers have up-to-date data and have had time to review for discussion
- Interim Assessment Data
- In-The-Moment Assessments

❖ INTRODUCTION (2 minutes)

- Review the purpose for the meeting
- Review the norms
- Review agenda
- Participants commit to staying to the agenda: any off-topic ideas will be discussed at the end of the meeting

❖ SHARING IDEAS (15 minutes)

- Record these ideas where everyone can see them.
- Members share successes –Classroom Data Analysis form
- Members identify areas where students were most improved

❖ CHALLENGES (10 minutes)

- Record these ideas where everyone can see them
- Determine areas of highest need –Classroom Data Analysis form
- Identify any common areas of need between classrooms and students

❖ PROPOSED SOLUTIONS (20 minutes)

- Record these ideas where everyone can see them
- Brainstorm possible solutions for challenges
- State each possible solution as a concrete, doable intervention

❖ ACTION PLAN (10 minutes)

- Examine successful strategies from SHARING IDEAS and ideas from PROPOSED SOLUTIONS
- Select one strategy that everyone will work on between now and the next meeting
- Articulate a goal for the team
- Record the Focus Goal/SMART Goal where everyone can see

❖ CLOSING THE MEETING (3 minutes)

- Note what went well and what was difficult during the meeting: how well did the team do based on agreed norms and goals of the meeting?
- Complete the Meeting Summary Form

❖ PARKING LOT

- If time permits, the team may now address off topic ideas
- Any items not discussed may be placed on the agenda at a later time

HOOSIER HYBRID 7-12 TEACHER DATA ANALYSIS AND ACTION PLANNING

(Individual teachers complete prior to the group teacher only meeting)

Teacher: _____ Assessment: _____ COURSE: _____

Assessment Standards/Questions that were not mastered	Analysis: What happened and why?	Action Steps: What will you do to help students achieve mastery?	
	Standards that warrant more time for small-group instruction and review.	Reteach Activity: Students to Target:	Action Plan (When and How): What will you be helping these students with and how?
	Standards that warrant more time for small-group instruction and review.	Reteach Activity: Students to Target:	Action Plan (When and How): What will you be helping these students with and how?
	Standards that warrant more time for small-group instruction and review.	Reteach Activity: Students to Target:	Action Plan (When and How): What will you be helping these students with and how?

HYBRID 7-12 TEACHER ONLY GROUP MEETING SUMMARY

(completed prior to the Leader – Teacher Team Data Meeting)

Grade Level Meeting: _____ Date: _____

Participants: _____

1. What was the intended goal of this meeting?
2. What were our successes?
3. What did we learn?
4. What target students do we have in common?
5. What have we started doing to help these students achieve mastery?
6. What is our next goal?
7. What is the focus of our next meeting?

LEADER / TEACHER TEAM DATA MEETING EXPECTATIONS AND PARTICIPATION PROTOCOL

Objectives:

- To understand that student outcomes are important for improving achievement in both the brick and mortar and virtual environments.
- To understand that looking at data collaboratively provides a method for being accountable for evaluating and modifying our brick and mortar and virtual instructional practices to meet student needs.
- To discuss which identified strategies are working and not working with targeted in common students in need of additional assistance.

Guiding Questions:

- What do we expect students to learn in both the brick and mortar and virtual environments?
- How will we know what students are learning?
- How will we respond to students who are not learning?

Norms:

- Promptness
- Be prepared
- Show Respect
- Be presents
- Be positive
- Assume positive intent

Roles:

- Facilitator
- Timekeeper
- Recorder/Notetaker

Leader/Teacher Meeting Agenda Summary:

- Before the meeting: each team member has a copy of the latest classroom data, has reviewed it at the teacher only meeting and brings a copy to the leader/teacher meeting
- Introduction (2min): Begin the meeting
- Sharing (5min): Successes and Ideas
- Current Challenges (5min): Focus Areas
- Proposed Solutions (20min): Brainstorm strategies as a team
- Action Plan (10min): Agree on a group strategy
- Closing the meeting (5min): Debrief and Summarize
- After the meeting: Distribute notes and summaries