

# PLC Meeting Agenda

Adapted from the Student Agency in Assessment & Learning Program

## Goals

- Explore individual and team learning about formative assessment
- Use your prior completed handouts and the related rubric/observation protocol
- to establish next steps in learning
- Establish meeting times

## Success Criteria

- Develop next steps in your learning in formative assessment
- Identify strategies to take next steps in your learning in formative assessment
- Set the next meeting time

Meeting Agenda			
TIME	ACTIVITY	STRUCTURE	ADVANCED SETUP
5 min	<p><b>Goals and Norms</b></p> <p>Review meeting goals.</p> <p>Review Meeting Norms below to identify 1-2 strategies the team would like to use at this meeting to ensure equitable participation and time on task. (Or, if your site has existing meeting norms, quickly revisit and use those.)</p>	Team Discussion	<p>Create sign-in sheet</p> <p>Copy or post sample meeting norms</p> <p>Have colored pens or highlighters available for each participant</p>
15 min	<p><b>Round Robin</b></p> <p>Each participant shares one thing they've learned in this module section from the videos/articles, reflections on their own implementation, and any questions that have come up</p>	Team Discussion	
10 min	<p><b>Identify Personal Areas of Strength and Growth</b></p> <p>Individually highlight your reflections on areas of growth from prior handouts in this program</p> <p>Highlight the observation protocol noting areas of strength and next steps in learning.</p> <p>Individually, align your thinking from these two documents and write down one area of strength and two areas of focus for next steps.</p>	Individual Review	<p>Prepare copies of the related rubric/ observation protocol for each participant</p> <p>Teachers bring their prior work (completed handouts) in this program.</p>

<p><b>10 min</b></p>	<p><b>Discuss Personal Areas of Strength and Growth</b></p> <p>With a partner, discuss areas of strength and of growth you have related to formative assessment.</p> <p>Discuss as a team: Are there any insights from the handouts that are important to keep in mind as you move forward with developing formative assessment practices?</p>	<p>Paired Review and Team Discussion</p>	
<p><b>10 min</b></p>	<p><b>Future Practice - Goal Setting</b></p> <p>Individual writing: Based on analysis of current practice, and the observation protocol, select one or two or your areas of focus to take next steps. Write these down as Personal Learning Goals. Enter your current competencies in this area.</p> <p>Partner discussion: Review goals and discuss strategies to work towards these goals.</p> <p>Add these strategies into your notebook.</p>	<p>Individual Writing and Paired Review</p>	<p>Teachers bring notebook</p>
<p><b>10 min</b></p>	<p><b>Preparing for Filming and VSG Meetings</b></p> <p>Each teacher shares a Personal Learning Goal and strategies identified to meet that goal.</p> <p>The group discusses upcoming lessons that could be taught to meet those goals.</p> <p>Review dates for next meeting.</p>	<p>Team Discussion</p>	<p>Bring calendar, or meeting schedule (if established)</p>
<p><b>60 min</b></p>	<p><b>Total Time</b></p>		

