

Video Study Group Meeting Agenda and Peer Feedback Protocol

Adapted from the Student Agency in Assessment & Learning Program

Goals

- Deepen understanding of implementing formative assessment
- Explore team practices that model an effective learning culture, including analysis of evidence, use of feedback, and goal-setting
- Understand next steps to take that will support more consistent and effective use of formative assessment skills and strategies in the classroom

Success Criteria

- I can provide effective feedback to colleagues on their use of formative assessment
- I can articulate next steps in my own practice based on analysis of classroom practice from my own classroom and/or the classrooms of my colleagues

| Meeting Agenda | | | |
|----------------|--|------------------------------|---|
| TIME | ACTIVITY | STRUCTURE | ADVANCED SETUP |
| 5 min | <p>Welcome and Introduction</p> <p>Review meeting agenda, meeting Learning Goals and Success Criteria.</p> <p>Briefly review meeting goals and Success Criteria and Structured Protocol. Identify timekeeper and which presenting teacher will get feedback first</p> | Team Discussion | Prepare and distribute copies of this agenda and VSG Protocol Format on page 3, below |
| 50 min | <p>VSG Protocol #1 – First Presenting Teacher</p> <p>Gather and discuss feedback on classroom video regarding the use of formative assessment.</p> | Structured Dialogue Protocol | Copy of VSG Protocol Format for each participant |
| 50 min | <p>VSG Protocol #2 – Second Presenting Teacher</p> <p>Gather and discuss feedback on classroom video regarding the use of peer feedback.</p> | Structured Dialogue Protocol | |

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| <p>10 min</p> | <p>Develop and Share Next Steps in Learning</p> <p>Each team member individually reflects on what he or she has learned in the session and writes notes in his or her notebook focused on key action steps he or she will take based on the video review. (5 minutes)</p> <p>Each team member shares thoughts on his or her own next steps in learning based on the video review. (5 minutes)</p> | <p>Team Discussion</p> | |
| <p>5 min</p> | <p>Protocol Review, Next Steps</p> <p>Reflect on the use of the Protocol and consider what can be done at the next meeting to improve the team's process.</p> <p>Discuss next steps regarding VSG schedule, including timeline for next round of VSG meetings or online learning schedule.</p> | <p>Individual reflect/ write</p> <p>Team Discussion</p> | <p>Meeting times for upcoming VSG meetings</p> |
| <p>120 min</p> | <p>Total Time</p> | | |

