

Academic Planning: Reflection Tool

Part 1: Management & Logistics

Directions: Think about your last Academic Planning meeting. Use the suggestions below to plan for your next meeting. How might you share or celebrate what the team did well? What improvements might you make to increase your team's effectiveness?

- Did all team members arrive on time and stay for the entire meeting?
- Were all members prepared for the meeting when they arrived?
- Were all materials necessary for the meeting readily available for all members?
- Was the agenda sent to all members in advance of the meeting?
- Were the time and location of the next meeting shared or discussed during the meeting?
- Were action items for the next meeting reviewed during the meeting?
- Were roles assigned for the meeting (facilitator, timekeeper, recorder, etc.)?
- Did all team members receive the notes and records from the meeting?
- Did team members reflect on their management and logistics in order to improve their process?

WHAT WE DID WELL

WHAT WE WILL IMPROVE

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Part 2: Collaboration & Distributed Leadership

Directions: Think about your last Academic Planning meeting. Use the suggestions below to plan for your next meeting. How might you share and celebrate what the team did well? What improvements might you make to increase your team's effectiveness?

- Did every member join in the team's discussion?
- Did each team member listen attentively as others spoke?
- Did one or two members dominate the discussion?
- Did each member of the group believe that his or her time at the meeting was well spent?
- Did the team review their "ground rules" or norms before the meeting?
- Did the team reflect on their "ground rules" or norms at the end of the meeting in order to highlight what went well or to suggest changes?
- Did the team members change roles from previous meetings?
- Did the team members facilitate or lead any or all portions of the meeting?
- Did team members reflect on their own team collaboration and leadership in order to improve their process?

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Part 3: Content / Instructional Development & Planning / Lesson & Unit Planning

Directions: Think about your last Academic Planning meeting. Use the suggestions below to plan for your next meeting. How might you share what the team did well? What improvements might you make to increase your team's effectiveness?

- Did the team preview upcoming lessons?
- Did every member engage with the upcoming module(s)/topic(s)?
- Did the team discuss what teaching practices might be best for reaching the standard(s) and objective(s)?
- Did team members experience or model best practices to incorporate into their lessons and units?
- Did members visit each other's classrooms to see teaching strategies/best practices in action?
- Did the team design long-term and short-term plans for content and strategies to use with students?
- Did the team develop the criteria they will use to evaluate the student work, (including the assessments) they plan to assign?
- Did the team use any protocols to analyze teacher work (assignments, tasks, assessments, etc.)?
- Did team members reflect on the processes they used for content and instructional planning?

WHAT WE DID WELL

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Part 4: Student Data

Directions: Think about your last Academic Planning meeting. Use the suggestions below to plan for your next meeting. How might you share what the team did well? What improvements might you make to increase your team's effectiveness?

- Did team members talk to each other about teaching methods and results?
- Did team members use protocols to examine student work samples to better understand student strengths and weaknesses?
- Did team members discuss what students might be misunderstanding based on the work samples?
- Did team members decide what might be next steps for teaching to help students understand the content?
- Did the team develop the criteria they will use to evaluate the next round of student work, (including the assessments) they plan to assign?
- Did the team decide what instruction is needed for the students who are struggling and for those who now have shown they know the content?
- Did team members reflect on the process they used to analyze student data?

WHAT WE DID WELL

WHAT WE WILL IMPROVE
