

# Common Course Team Meetings

2017-18

Common Course \_\_\_\_\_

Evaluator \_\_\_\_\_

Team Members \_\_\_\_\_

	Date of Mtg.	Agenda
Quarter 1:		<ul style="list-style-type: none"> <li>• <b>Emphasis on Teams</b></li> <li>• <b>Introduce Common Course Team Collectibles &amp; Artifacts</b> <ul style="list-style-type: none"> <li>○ Resources: Critical Issues for Teams, UIP &amp; Data Analysis Protocols</li> </ul> </li> <li>• <b>Review Evaluation Process &amp; PGP Goal Expectations</b></li> </ul>
Quarter 2:		<ul style="list-style-type: none"> <li>• <b>Collect and Discuss Common Course Team Artifacts</b> <ul style="list-style-type: none"> <li>○ See Checklist Below</li> </ul> </li> </ul>
Quarter 3:		<ul style="list-style-type: none"> <li>• <b>Peer Observation/Classroom Walk-through Reflect &amp; Share Out</b> <ul style="list-style-type: none"> <li>○ What did you notice? What do you want to apply to your practice?</li> </ul> </li> </ul>
Quarter 4:		<ul style="list-style-type: none"> <li>• <b>Reflect on the Teaming Process &amp; Celebrate</b> <ul style="list-style-type: none"> <li>○ What's working, what's next</li> </ul> </li> </ul>

## Team Artifacts Checklist: *Please Attach Collectables*

Date	Action Item	Notes & Questions
	Team Norms	
	Critical Issues for Teams	
	Year-long Curriculum Maps (Scope & Sequence)	
	Standards/Essential Learnings for Current Unit of Study	
	2 Common Formative Assessments for Current Unit with Accompanying Rubrics/Proficiency Scales	
	Data Analysis Protocol - Results of CFA and how it informed changes to instruction. <i>*See attached templates</i>	
	Summative Assessment for Current Unit of Study	

