**Detailed Facilitation Notes for Agenda**

**Guiding Coalition Meeting: Student Work Protocol**

**Agenda Item 1: Review Norms and Assign Meeting Roles—Facilitation Notes**

* Please see detailed facilitation notes in Ancillary Materials for More Best Practice Meeting Routines.

**Agenda Item 2: Community Building—Facilitation Notes**

* Please see detailed facilitation notes in Ancillary Materials for More Best Practice Meeting Routines.

**Agenda Item 3: After Action Review—Facilitation Notes**

* Please see detailed facilitation notes in Ancillary Materials for More Best Practice Meeting Routines.

**Agenda Item 4: Protocols (Student Work Protocol)—Facilitation Notes**

* Consider choosing from the handouts from Chapter 9 as a general introduction to protocols if the Student Work Protocol is the first one you are bringing to the guiding coalition (GC).
* To simulate this protocol, please refer to the narrative at the beginning of this chapter. The Timer should nonverbally signal a 1-minute warning when timing each protocol step.
* If you decide to use the video clips, invite team members to take notes during each segment. Then stop and discuss each step before playing the next segment. The Focusing Question segment may be combined with the step before or after; all the steps were edited during post-production so that they are shorter than the time segments indicated in the protocol outline.
	+ Avoid showing the entire video at once. Participants gain much more from viewing and discussing each segment. You may also skip all the introductory material and go directly to the first protocol step.
	+ Videos of the protocol (both titled “Tuning Protocol”) may be found on YouTube at the following links:

[**https://www.youtube.com/watch?v=OnI5MMLC5MA**](https://www.youtube.com/watch?v=OnI5MMLC5MA)

or

[**https://www.youtube.com/watch?v=u\_HodYR1k-Q&list=LLM5M\_WXsfc9mqD6aqbSqmDg&index=1**](https://www.youtube.com/watch?v=u_HodYR1k-Q&list=LLM5M_WXsfc9mqD6aqbSqmDg&index=1)

While both these videos were produced with a high school team of specialists, they are good examples of how a team at any level can engage in high level collaboration based on student work.

If you are unable to load these particular videos for some reason, many other good examples of similar protocols are available on YouTube and TeacherTube.

**Agenda Item 5: Team Planning—Facilitation Notes**

* Please see detailed facilitation notes in Ancillary Materials for Getting Started.
* As part of the work plan, GC members may opt for using some of the introductory handouts from Chapter 9 that you shared with them to introduce this protocol to their own teams.

**Agenda Item 6: Tool Kit—Facilitation Notes**

* Team members can add today’s new tools to their Tool Kit lists.
	+ Student Work Protocol

**Agenda Item 7: Evaluate Norms—Facilitation Notes**

* Please see detailed facilitation notes in Ancillary Materials for Getting Started.

*Resist the temptation to skip this item!*