

ILT Meeting De-brief Guidance

Applying a *Cycles of Inquiry* Approach

Phase II: *NEW* Learning: Evaluating the Impact of Remote Instruction

Before the Meeting

1. *Organize a web-based file structure accessible to all ILT members.*

Identify administrative support staff or team members who may be able to assist.

Sources of data to explore:

- Teacher data capture templates & student artifacts
- Survey responses (teacher, parent, students)
- Fall/winter/spring assessments
- Common district, school, grade, or content area assessments
- Information from teacher team meetings or collaborations
- Local economic trends, infrastructure, and/or health data
- Data or information regarding professional development provided or needed

2. *Assign each ILT member a data file or two to review.*

Use the ILT De-Brief Note-Catcher to capture observations made by teacher reviewers.

Areas to consider:

- Instructional methods and indicators of effectiveness
- Potential learning gain/loss
- Technology use
- Traditional materials/learning tools employed
- Social emotional needs to consider
- Basic human needs to consider
- Equity considerations

3. Arrange Meeting Logistics

Things to do:

Sufficiently before the ILT meeting, send team members a meeting reminder that includes:

- Meeting date and time
- Link to connect to virtual platform
- Assignment of file(s) they have been asked to review. (Request that they notify you immediately if, for some reason, they are unable to review the file(s) prior to the meeting.)
- ILT Meeting De-brief Template
- School Reform Initiative Atlas Data Protocol

During the Meeting

4. Host the Meeting

Facilitation Tips:

- Begin the meeting by acknowledging the unprecedented nature of the experience that every member encountered during the emergency remote learning period.
- Express your intention to create a space where team members feel safe to be honest about what transpired.
- Co-create new group norms or reinforce existing norms that include a focus on maintaining a “culture of candor,” non-judgmental sharing of information, and encouraging evidence-based discussions that will result in a more thorough understanding of the impact of the remote instruction period on student engagement and learning, etc.
- Invite each member to present a summary of the file(s) they were assigned.
- As each member presents the findings of the file they reviewed, capture data and information from the summary presentation in the ILT Meeting De-brief Template.
- Schedule a comfort break after the summaries have been completed.
- Alternatively, this may be the end of a 2-part meeting series.
- Resume the meeting using the Atlas Data Protocol to consider *ALL* of the data sources in their totality.

5. *Facilitate the Atlas Data Protocol or local equivalent*

Facilitation Tips:

- Introduce the Atlas Protocol to the team and make sure they have a copy of it to refer to when they are in small group discussions.
- Describe how the protocol is intentionally designed to support team learning through the use of: binding agreements / norms, a structured process for analysis, the language of *inquiry* such as the use of clarifying and probing questions, the exercise of group discipline, and skilled facilitation.
- Stress the importance of following the protocol to maintain a safe and trusting environment.
- Break the ILT into small groups and send them into break-out rooms.
- Apply the Atlas Data Protocol to the review of data summaries captured in the ILT Meeting De-brief Template (consolidated notes) -or- the collection of ILT Meeting De-brief Note-Catchers that individual teachers used to present their findings.
- Reconvene the members as a large group to share highlights of the small group investigations.
- Capture highlights not yet represented in the ILT meeting De-brief Template or the ILT Meeting De-brief Note Catchers.

After the Analysis

6. *Next Steps*

- Encourage ILT members to spend time before the next meeting exploring data and information in the shared drive that they did not yet have the opportunity to review.
- Suggest members contact other teachers in their grade-band or content area to gain a deeper appreciation for their experience.
- In anticipation of future planning, ask ILT members to read the short document prepared by NWEA that projects the learning loss anticipated by students impacted by the COVID-19 crisis available here: https://www.nwea.org/content/uploads/2020/05/Collaborative-Brief_Covid19-Slide-APR20.pdf
- Conclude the meeting by foreshadowing future group work that may include: brainstorming strategies for engaging all teachers in identifying the extent of learning gaps in the vertical alignment, identification of essential skills for progressing to the next level, process and timeline for formative assessments, revision of curriculum scope and sequence, etc.
- Thank the ILT for their contribution to team learning and to the “shared meaning-making” process.
- Adjourn the meeting.