Adapted Results Meeting Protocol for Use with 3-5 Module Assessments

Agenda for Teacher Teams

Setup:

* Identify Roles: Time keeper, facilitator, recorder (2 min)
* Identify specific objective, “case study” student, or issue to focus on based on the Looking at Student Work protocol (3 min, unless objective is given)
* For each step in the procedure below, ensure balanced participation, and an opportunity for all members to share.

**Procedure:**

1. Discuss what is working, as evidenced by strengths in the student work. (5 min)
2. Discuss primary challenges aligned to standards that appear in the student work. (5 min)
3. Brainstorm possible interventions, instructional adaptations, or supplements to instruction. Chart so that all participants can see ideas being generated. (10 min)
4. Reflection: Analyze the feasibility of each solution idea, especially noting strategies that may be new approaches that have likely not yet been tried (10 min)
5. Come to consensus around the best actions to take. (10 min)
	1. One person proposes an action with rationale for what makes it effective.
	2. Other group members weigh in on agreement with a thumbs up, disagreement with a thumbs down or unsure with a thumb in the middle. For any responses other than thumbs up, briefly discuss reasons for diverse ideas, clarify the specific action and re-do the vote.
6. Complete the action plan template. Be sure to examine the Module and upcoming unit calendars for already embedded opportunities for re-teaching.(15)

**Debrief the Process:**

* Discuss what worked and areas of challenge to consider in your school setting (5 min)