**Teaching Squares Kick-Off Meeting**

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| **Time** | **Activity** | **Outcomes** | **Materials** |
| :00 - :15  | Welcome and Warm-up* Create a name tent (name & dept)
* Open the *Workbook for TS Kickoff*
	+ Add personal information on page 1
* Find an Uncommon Commonality among group members
* Start discussing scheduling among group
	+ Make sure schedules jibe with each other for observation
	+ Set time for Pre-observation meeting (Individual squares meet for ~60 mins) within next 2 weeks
* Set post-observation meeting date #1 & #2 for the whole group
* Find an Uncommon Commonality among group members
 | Begin to build community | * Sign-in - workbook
* Name tents
* At-a-glance copies
* Markers
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| :15 - :35 | * Post quadrants (reciprocity/shared responsibility, appreciation, self-referential reflection, & mutual respect)
* Present our **objectives/our approach** - level playing field (safe), all instructors working to improve our practice (growth); going into the classroom as a learner (honor others experience), teaching as a practice...
* Community Agreement Activity
	+ On 2-4 different sticky notes, write down different things you require when working with people you don’t know well. For example: “Look for what I do well” or “maintain confidentiality”
	+ We will collect the stickies and put them in groupings. We’ll revisit the statements again at the end of the session.
	+ Pass the stickies to the center of the room. Facilitator reviews the statements while group is watching the video. Look for 4-5 common themes across the statements for form the community agreement. One of the final statements MUST be confidentiality.
 | T2 Philosophy & summarySet tone/allay fearsContinue to build community | * Community Agreement Activity
* Question parking lot
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| :35 - :40 | Break |  |  |
| :40 -:60 | Framework and goal setting: * Share Framework at a Glance
	+ Which one is a strength for you? Add it to your name tent
	+ Which two are most exciting/intriguing to you and why? Be prepared to share with a partner
* Think-pair-share
* Read through the framework
* Narrow it down to one
 | Determine which domain makes sense at this time in your teaching practice | * Copies of framework summary and framework
* highlighters
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| 60 - :75  | Observation Forms* Introduce Observation Forms
* Distribute color-coded forms that match with goals
* Conduct practice observation (choose 1)
	+ Classroom Climate- Introductory Biology for non-majors: The immune system & HIV
		- Video: <https://www.youtube.com/watch?v=V1ndfAWxib0&t=2s>
		- Form: Practice Classroom Climate Peer Observation Form
	+ Instructional Strategies- Introductory Biology for non-majors: Genes & alleles
		- Video: <https://www.youtube.com/watch?v=sLRgP734J7g&t=257s>
		- Form: Practice Instructional Strategies Peer Observation Form
 | Practice observation and self-reflection | * Two sample forms filled out from each “instructor” on video
* Link to videos to observe and practice
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| :75 - :80 | Revisit community agreements* Share 4-5 of the common themes with the group and get agreement.
* One MUST be confidentiality.
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| :80 - :90 | Scheduling and Next Steps* Confirm the following: square members, schedules allow for observations, time for pre-observation meeting set, & time for post observation meetings #1 and #2.
* Register chosen domain in Bridge
* Questions
 | Finalize Logistics |  |

**Admin Prep**

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| **Before Session** | -Reserve Owl (if remote attendees) Send Email reminder to participants |
| **Day of** | - paper & markers for name tents- whiteboard markers or sticky notes for norms (or use PPT slide).- Copies of Framework at a glance- Bring Owl (if needed) |