**Teaching Squares Kick-Off Meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |
| :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 & summary  Set tone/allay fears  Continue to build community | * Community Agreement Activity * Question parking lot |
| :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 |
| 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 |
| :75 - :80 | Revisit community agreements   * Share 4-5 of the common themes with the group and get agreement. * One MUST be confidentiality. |  |  |
| :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**

|  |  |
| --- | --- |
| **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) |