

Curriculum Council Plan 2011-2012

DRAFT

Date - 2011-2012 School Year	Action Step	Curriculum Council Responsibilities	What does this look like?
*Summer: Aug. 2011	Develop Rubric Drafts for all HGEs	<ol style="list-style-type: none"> 1. Create/Assign HGE Rubric Refinement Groups 2. Set clear goals for success - identify the criteria for making high-quality rubrics 3. Organize faculty meeting work flow and facilitation 4. Process for sharing/ feedback: Create open 	<ol style="list-style-type: none"> 1. Coordinate groups using faculty choice map handout and sign-up one CC member per group - Contact the people who have not signed up for an HGE - MATT 2. To include in each HGE packet: *Rubric-for-successful rubrics - adapted by Sarah/Matt. *Instructions for potential process: Suggested protocol to support group drafting work *Create Google TEMPLATE with DATE for documentation of revision (novice thru expert) - MATT 3. ~School Calendar Map of faculty meetings for the year 4. CC meetings - formalize process for CC group to give on-going feedback to RR

		<p>google doc or wiki for faculty interested in following the draft process (transparency)</p> <p>5. Process for Departments and (PLC Facilitators ?) to begin owning HGEs to align with their common assessments.</p> <p>6. Student Participation</p> <p>7. Broad Strokes presentation for first day back or first faculty meeting- follow up with exit card for feedback Goal: make faculty aware of Rubric Creation/Collect Student work(2-year expectation) & Plan for Program of Studies.</p> <p>*Create process for inviting new members to join and current members to re-commit</p> <p>8. (In-service welcome?) Plan for 2nd monthly faculty meeting to support initiative</p>	<p>Groups (post-it notes? I likes? How abouts?) Participation from CC members asking for feedback based on group need.</p> <p>5. *Need list of ERD facilitators * Program of Studies: Use Dept. Head meeting time to share the grant and CC's action plan work for PD. (Jean) "planting the seed"</p> <p>6. Bring this work plan to YATST to see which kids want to specialize in connecting with us. Student Government? Create job description for CC participation?</p>
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		work. Survey of needs for 2nd Tuesday meeting - content needs and local expert volunteer	
Sept./Oct. - Dec. 2011	<p>HGE Rubric Refinement Groups complete 1st working drafts by end of Dec fac mtg</p> <p>When will we include youth participation? Student voice in making HGEs student friendly language</p>	<p>1. Facilitate faculty meetings.</p> <p>2. Create process for whole-school approval/adoption (when does this happen? After the first round of application with their students and improvement cycle?)</p> <p>- ASK student feedback during the preview of draft rubrics beginning of the year. YATSTs input.</p>	<p>3 meetings: Big Picture Sketch - *Pick out one HGE and ask faculty to provide example of work from their class (unearth something already being done)? *Visual of collection of student work? *PPT slide from Mt. Hope? (teacher-approved, student-selected from class, student-selected outside of class) "Clarity on proficiencies needs rubrics"</p> <p>2. December = build resource packet of 1st working drafts to disseminate to all faculty and see if faculty can share the "application" of these in their classrooms - goal to gather student work to use as benchmarking pieces and calibration resources</p> <p>Full faculty approval of final drafts: coordinate approval timeline based upon ease of</p>

		<p>Create Process to share with district our work: Tarrant partnership potential and work with Tom Drake to coordinate meetings</p>	<p>adoption? Prioritize HGEs with already existing rubrics/ rubrics we are familiar with at Harwood (Literacy, problem solving, etc.)</p> <p>- create process for students to look at draft rubrics to ensure that the descriptors are understandable to students - make the HGE language like Vergennes (?)</p>
<p>Jan. - June 2012</p>	<p>Begin Use and Calibration of HGE rubrics by HGE Drafting groupss</p>	<p>1. Each Rubric Refinement Group commits to using newly adopted rubric in class to gather student work samples. CS- facilitate drafting and analysis Gather tasks to go with the tools as examples (these could be collected together with the benchmarks gar- we should set an example and demonstrate them ourself or have teachers volunteer and do workshops</p> <p>2. Groups use student samples to select benchmark examples.e Put student benchmarks on EDU as gather. MORE the better!</p> <p>3. Develop system to calibrate with full faculty each of the</p>	<p>1. *January meeting = Blow up big rubrics posted - gallery walk of "I likes/How abouts?" Hand out Rubric Draft Packets and means of sharing the gathering of student benchmarks</p> <p>Students give feedback about rubric</p>

		<p>HGE rubrics using these benchmarks (each Drafting Group runs these sessions). CS- differentiate for whole school and areas of use. 4. Organize the flow of these benchmarking sessions based on established needs of freshmen (?) CS- differentiate Faculty Meeting as move through year to provide for looking at used rubrics 5. Develop way to map HGEs to current instruction to find holes and prioritize order of portfolio inclusion based on grade level.</p> <p>Determine alignment of each dept. to use of HGE rubrics by 10/2011 for each department:</p> <ul style="list-style-type: none"> • Goal for ALL to use writing, reading and problem solving? 	<p>~ Organize CC members assigned to each RRG ~</p>
<p>On-going Work (2nd monthly faculty meeting to support this)</p>	<p>*TA prof. dev. to support student understandings of the HGE/portfolio process (who will be the lead for this?) The TA system has to be extremely strong for this system to work. The prof. development is so necessary!-gar *H-Term Course Development support</p>		<p>Potential use of 2nd monthly faculty meetings: (faculty, not just CC should facilitate these groups)</p> <ul style="list-style-type: none"> • survey experts in building front-load, the needs of faculty for this time <p>~Workshop choices: *H-Term *Long-Block Teaching</p>

	<p>*Rigor/Relevancy framework unit development - Goal #3? *PD for long-block instruction (not in Innovative Practices grant)</p> <p>We really need to work with administration to map out PD for the year. Would be best to have a calendar. Work with administration</p>		<p>*Edu20 *Powerschool *Other - attend to share? *HGE work *Special Ed - teaming? * Middle school teams to meet on middle school initiatives at this time?</p>

Date 2012 - 2013 School Year	Action Step	Curriculum Council Responsibility	Resources
Summer 2012	<p>Freshmen TA - PD in use of Edu20 as Portfolio Tool Need to develop a PD plan for this</p> <p>Validation Team?</p> <p>Provide support for low performing HGE Draft groups and/or holes discovered from mapping.</p>	<p>Support Lisa A. and Sheila in creating this.</p> <p>Create pilot to help lead up to goal for 2013-2014 school year? Support group in creating criteria checklists using Mt. Hope/Coventry examples</p>	
Ongoing All Year	Benchmarks for all HGEs adopted and confirmed	1. Develop process for full faculty calibration of all rubrics	Dept. picks one or two to add to their common assessment

		and revision of HGEs/rubrics based on application to student work.	task/tool and experiment (Dept. meetings devoted to this? Remind Dept heads about already picking and just want them to own them)

Date 2013 - 2014 School Year	Action Steps	Curriculum Council Responsibilities	Resources
Sept. - Nov. 2013	Validation Team - Common Assessments and VCAT uploading	1. Validation Team created and meet 2. VCAT training	
Sept. 2013 - Jan. 2014	Develop standards for Exhibitions of Learning (Sept - Jan)	1. Research best practices 2. Develop PD for teachers 3. Structure to scaffold audience fresh to senior	

Lisa A.

Calendar Questions:

- 4th Tuesday
- Shared Staff
- TA meeting day (every other month)
- Community Meeting on 7:30
- 5 In-service days (Jan.?,

\$ for supplies?

Notes: Monday, August 8th, 2011

- Classroom visits for faculty meeting on how incorporating the HGEs into curriculum
- what is the common goal/vision/passion that brings us together as a staff? We need a starting off point
- Create a narrative for some kind of an emotional buy in from staff. What is our "story"?
- Show our passion - re-brand ourselves

- Remind staff of the H-1 process as a way to have a voice
- Grant: Honoring Innovating Practices that Transforms Systems
- Reflective piece built in to the portfolio - personal mission statement or philosophy

- Khan Academy
- YATS and Student Government look at the HGEs for student friendly language

- Role of advisor in helping to monitor regularly the portfolio process- what does that look like? expectations of where each students should be at the end of each year to keep students on track
- Validation committee
- support after school and in the summer for students who are falling behind

Three Big Ideas:

- Student ownership in learning - responsibility and reflection on learning
- Valid and Reliable Assessments
- Exhibitions of Learning
 - internal examples
 - Next Step
 - HUB
 - Sophomore exit conf- Stahl
 - external examples

HGE Rubric Refinement Groups

Create poll with 2 potential days in the year

- Find room on the HU website for the rubrics to be housed. (ie: harwich site on diigo)
- Look at Mt. Hope Grad Requirements - senior specific tasks