

DOMAIN ONE:

Collaboration, Embedded HLP

HLP 2: Organize and facilitate effective meetings with professionals and families.



Lead effective meetings with professionals and families: Categories of Work

Prepare for Meetings

- Set and communicate a clear goal for the meeting
- Determine necessary team members and their common availability.
- Share the finalized, date, time, place, length, and agenda for the meeting with all team members.
- Share culturally inclusive expectations for preparation and participation with all team members. If making instructional decisions, notify team members of specific data they are responsible for bringing to the meeting
- Welcome and greet guest and team members as they arrive.

Facilitate Effective Meetings

- Welcome participants with a positive tone and remind the team of ground rules and/or the agenda.
- Provide time for introductions.
- Facilitate culturally inclusive discussion, equal voice, and contributions from all team members
- Maintain the efficiency of meetings by encouraging consensus-building and a focus on the meeting goal(s).
- Ensure that all team members understand student data shared at the meeting.
- Summarize what was accomplished and schedule a follow-up meeting if needed.
- Discuss any follow-up activities that need to occur after the meeting's conclusion.

Collaborate with families to support student learning and secure needed services: Categories of Work

Prepare for Meetings

Introduce – Explicitly explain criteria for clear goals, agenda, clear preparation and participation, and data with candidates; provide examples and nonexamples for candidates to evaluate.

Prepare – Provide candidates a scenario for a meeting they must plan; candidates work in pairs to complete the plan; provide specific, constructive feedback regarding the key features in the categories of work listed above.

Enact – Observe or video record teacher candidate participating in, leading, or co-leading a meeting; provide specific coaching and feedback with attention given to culturally inclusive pedagogies and practices.

Analyze – Share samples of planning materials for a meeting; ask candidates to analyze and evaluate the leader's planning.

Facilitate Effective Meetings

Introduce – Model approaches for promoting equitable contributions, consensus-building, and summarizing.

Prepare – Provide small teams of candidates with scenarios and ask them to take turns facilitating a culturally inclusive meeting; prompt peers to provide feedback on equal voice, encouraging parent/guardian input, use of checklists, data-sharing, consensus-building, and summarizing.

Enact – Provide field experience in which candidates attend or co-facilitate meetings with a mentor teacher; debrief with candidate and mentor teacher.

Analyze - Share transcripts or watch video of meetings; ask candidates to analyze for optimal use of key features in the categories of work listed above.

Questions to Prompt Discussion, Self-Reflection, and Observer Feedback

- Why is having a clear purpose/goal for a meeting that involves a team of individuals important?
- What strategies can you use to promote and encourage participation from all team members?
- Now that you have learned about HLP #1 and HLP #3, what connections do you see between these practices? How do you see these three HLPs working together?
- Why is utilizing a variety of data sources when making instructional decisions for students important?
- How can you support other team members with preparing and understanding student data?