

S-PLC AGENDA



Purpose

The purpose of this activity is to raise awareness about the importance of documentation within a S-PLC.

Preparation



Material

computer, screen, a copy of the template for each S-PLC group



Room

group tables for 3-6 people



Duration

45 minutes



Target group

student teachers, student teachers in internship, students



Setting

seminar at the university



Application

beginning of the S-PLC work

Description of the Activity

1. The activity is introduced by the lecturer by presenting the focus of the activity:
 - reflection about the importance of registering and documenting S-PLC discussions, decisions and content of subjects for the agenda of the S-PLC meetings
 - preparation of a worksheet for this purpose
 - discussion the roles within their S-PLC
2. Brainstorming activity: Students are asked about what kind of documentation they would need to register when holding S-PLC meetings. Afterwards, all mentioned ideas are gathered and clustered by the lecturer (screen / board).
3. Students get to know an example of a template on the subject of "Meeting Agenda" and "Meeting Minutes". Thereafter, they create their own template in consideration of the information which should be registered in both documents.

Additional Information



Alternative

Step 1 and 2 see above.

Step 3: Students are asked to come up with their own agenda without being provided with an example of a template.

Step 4: Students get to know an example of a template and edit the file of their own template.



Learn more

<https://www.warrencountyschools.org/userfiles/1614/Classes/232630//userfiles/1614/my%20files/plc%20guide.pdf?id=609342>

TEMPLATE: S-PLC MEETING AGENDA

DATE: __/__/__ Number of Meeting: ____

Opening:

Review norms; assign roles (e.g. who's going to take and submit minutes, etc.)

Roles:

_____ : _____

_____ : _____

_____ : _____

_____ : _____

Purpose / goal(s) for this meeting:

Topics of S-PLC meeting:

1.

2.

3:

...

Expected outcomes:

1.

2.

3.

...

S-PLC Meeting Minutes (MM)

Team members present

Team members absent

Discussion / decision summary:

Action steps: What are the next steps? (days? week?):

- 1.
- 2.
- 3.
- ...

Responsible person:

- 1.
- 2.
- 3.
- ...

Agenda topics for the next meeting: What needs to be done / discussed in the next S-PLC meeting?

- 1.
- 2.
- 3.
- ...

Expectations for agenda topics and minutes:

Agenda topics:

- should be discussed just before a S-PLC meeting and / or given to all S-PLC members in advance.
- should be stored as part of the S-PLC material to be handed in to the lecturer.

Minutes:

- should be emailed to all S-PLC members within 2 days.
- should be read by all S-PLC members.
- should be stored as part of the S-PLC material to be handed in to the lecturer.

Adapted from:

Office of Learning Support Services - JS Morton District 201. Professional Learning Community Handbook 2010/2011. Retrieved from <https://docs.google.com/viewer?url=http%3A%2F%2Fwww.allthingsplc.info%2Ffiles%2Fuploads%2Fprofessional-learning-communities-handbook-2sep2010.doc>