

	Key Questions of All PLC's	Obs.	N.O.
	What do students need to learn?		
	How will I know if they learned it?		
	What will I do if they didn't learn it?		
	What will I do if they already know it?		
List the SMART Goal(s):			
❖ Human Qualities - Capacities of People ❖			
Processes of Collaboration	Dialogue: Seek to understand others viewpoint		
	Dialogue - Self	Obs.	N.O.
	Listen to listening		
	Process for understanding		
	Suspend judgment		
	Dialogue - Process	Obs.	N.O.
	Slow - honor flow of dialogue		
	Safe environment		
	Purposeful Facilitation		
	Group support of facilitation		
	Dialogue - Whole	Obs.	N.O.
	Shared understanding		
	Discussion: Seek to achieve a decision		
	Discussion - Self	Obs.	N.O.
	Balcony view		
	Members maintain emotion/mental flexibility		
	Manage differences between		
	Advocacy/Inquiry		
	Discussion-Process	Obs.	N.O.
	Clear focus for meeting		
	Purposeful facilitation		
	Group support of facilitation		
	Discussion - Details	Obs.	N.O.
	Generate Ideas		
	Organize Ideas		
	Analyze Ideas		
	Decide among alternatives		
	Norms of Collaboration (Dialogue and Discussion)	Obs.	N.O.
Pausing			
Paraphrasing			
Putting inquiry at the center			
Probing			
Placing ideas on the table			
Paying attention to self and others			
Positive presupposition			

		Key Questions of All PLC's	Obs.	N.O.
Learning focused		What do students need to learn?		
		How will I know if they learned it?		
		What will I do if they didn't learn it?		
		What will I do if they already know it?		
List the SMART Goal:				
❖ Physical Structures ❖				
Learning Focused	SMART Goals	Foundations of Effective PLC's		
		Outcome/goal/Objective	Obs.	N.O.
	Strategic and Specific	For the day is identified		
		For the day is addressed		
	Measurable	Measurable/ data driven		
	Attainable	Is attainable		
	Results Oriented	Is results oriented		
		Focused on student learning/progress		
	Established (Time bound)			
	Time Bound	Identified/restated in the meeting		
Results Oriented		Data Driven	Obs.	N.O.
		Review of current data		
		Methods established for gather/sharing/reporting data		
		Established data use procedures followed		
		Progress/Lack of Progress toward goal demonstrated		
		Action steps addressed/reviewed/revised based on data		
		Action Steps	Obs.	N.O.
		Action steps established by group/team		
	Action steps reviewed in line with data			
	Action steps adjusted monitored			
Meeting Structures		Scheduling	Obs.	N.O.
		Time - Location - Resources		
		Regular meeting time scheduled		
		Meeting locations addressed		
		Support resources available		
		Meeting Norms		
		Agenda	Obs.	N.O.
		Agenda set for meeting		
		Agenda set 24 hours prior to start of meeting		
		Agenda clear concise all topics addressed		
		Start time		
		End time		
		Roles Assigned	Obs.	N.O.
		Roles Assigned		
		Facilitator		
		Time Keeper		
		Recorder/Note-taker		
		Roles Maintained		
		Participation	Obs.	N.O.
		Appropriate participants attend		
	Verified Agenda			
	All invited to participate			
	Fair distribution of time for all participants to share			
	All participants on task			
	Meeting Starts on Time			
	Meeting Ends on Time			
	Restate progress on agenda at meetings conclusion			
	Summary of the work completed and the work to come			

WNRTP PLC Observation Protocol NOTE TAKER

Start Time: _____ End Time: _____

Agenda items:

Decisions made:

Next discussion items:

T1	T2	T3	T4	T5	T6	T7
<u>Findings / Recommendations / Summary Statements:</u>						