

<p style="text-align: center;"><b>Protocol for SGM Presentation to a Team</b>            (Can be used during a live or virtual meeting)  <b>Outcome:</b> At the end of each round, the presenting teacher will have gained input from colleagues to use in SGM revision/refinement.</p>	<p style="text-align: center;"><b>Time (can be adjusted based on number of presenting teachers)</b></p>
<p><b>Presenting teacher introduces</b> his/her SGM and passes out copies. Topics for the presenting teacher to consider touching on while presenting their SGM include:</p> <ul style="list-style-type: none"> <li>• The link between important course outcomes and the assessment to be used</li> <li>• The student population &amp; demographics</li> <li>• The proposed goal and target setting method</li> <li>• Expected strategies, including progress monitoring checks for progress towards the goal</li> </ul> <p>Team members listen and take notes on the SGM review tool to support the focus on the SGM elements. Team members are encouraged to write their questions on a sticky note so the presenting teacher can have them to refer to in the next two stages.</p>	<p style="text-align: center;">3-5 minutes</p>
<p><b>Team members ask</b> clarifying questions or offer “I wonder…” statements. The presenting teacher listens, and if not given a sticky with the question on it by the team member, the presenting teacher makes notes so he/she does not forget the questions asked or the “I wonder…” statements shared. This stage can feel awkward, but it helps keep the process focused and prevents the group from running over time. If team members don’t have questions or wonderings, this stage and the next one can be skipped and the team can proceed to the stage of offering recommendations.</p>	<p style="text-align: center;">2-3 minutes</p>
<p><b>Presenting teacher responds</b> to the questions asked to improve the understanding of his/her SGM by the team members present.</p>	<p style="text-align: center;">2-3 minutes</p>
<p><b>Team members offer</b> recommendations, suggestions, and celebrations. The presenting teacher takes notes while listening. This can be done in a round robin or popcorn format- but all team members are strongly encouraged to offer a contribution to strengthen the SGM. This stage provides a free flow of ideas from the team that may be helpful when the presenting teacher makes revisions.</p>	<p style="text-align: center;">5 minutes</p>
<p><b>Presenting teacher responds</b> to the recommendations, suggestions, and celebrations. Effort should be made to avoid offering possible reasons a recommendation or suggestion might not work, and instead focus on gratitude for the ideas offered and genuinely considering those thoughts offered.</p>	<p style="text-align: center;">2-3 minutes</p>