

ACES PLC II Meeting TWO: Notes

Facilitator Notes:

Focus Category: Learning Strategies

- PLC Meeting THREE: Navigating Systems

Outside Tasks:

- Outside Task #1: TIF-ing a Lesson: Try It Out!: Participants will deliver their TIF-ed lesson they began planning in meeting ONE and share a summary of the lesson, their evaluation and their study & reflection of the lesson at Meeting TWO.
- Outside Task #2: Participants will evaluate and tweak their instructional planning tool (IPT) and share at Meeting TWO.
- Outside Task #3: Preview/review Learning Strategies (LS) category (TIF @ a Glance pp. 3-4). Choose lesson materials into which you can integrate LS skills AND that you plan to use within 2 weeks following PLC meeting TWO. Bring these materials to Meeting TWO to work on during our collaborative work time.

The following copies would be helpful to provide at this PLC:

- The Participant Workbook (Provided during meeting ONE)
- The TIF @ a Glance (Provided during meeting ONE)
- The Complete TIF (This is optional. However, for each PLC meeting they will need copies of the pages from the complete TIF that correspond to the focus category of each meeting: Developing a Future Pathway (pp. 56-61), **Learning Strategies (14-21)**, and Navigating Systems (62-67).

Topic (Time)	Description	Handouts Slides
Welcome & Agenda (5 min)	Re-introduce yourself. Have participants re-introduce themselves including where and what they teach. Hand out the PLC Meeting TWO agenda (p. 18). Go over the agenda, beginning with a check-in to see if outside tasks were completed. Go over the agenda outlines for PLC Meeting THREE, also on handout. Remind everyone that this meeting will focus on Learning Strategies (LS) and meeting THREE will focus on Navigating Systems (NS).	Slides: 2-4 HO p. 18
ACES Highlight (10 min)	With the full group, share one ACES highlight since the last PLC meeting. Then turn to a partner and discuss this question: How are you doing on moving towards your ACES goal (p. 12)?	Slide 5 HO p. 12
Sharing Outside Task #1: TIF-ed Lesson: Try it Out 1! (15 min)	In small groups, participants will share the TIF-ed lesson they implemented, including their evaluation and their study & reflection of the lesson. One person from each group can then share with the full group. Guiding Questions: <ul style="list-style-type: none"> • What DFP skills did it integrate? • What did the lesson entail? • How did the lesson go? What evidence of learning did you observe? • What went well? What would you do differently next time? 	Slide 6 Outside Task #1 IPTs & Notes
Student	Review Pre-Task #1 from meeting ONE, student goals. In small groups, have	Slide: 7-8

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Goals Review Pre Task #1 from Meeting ONE (15 min)	<p>participants refer to the LS category of their TIF at a glance (pp. 3-4). Discuss which skills the interviewed students need in the LS category. Identify the skills & sub skills needed and share with the group. (This will be the introduction or review of the LS category to set up this meeting so get specific with the skills/sub skills.)</p> <p>After they discuss the skills & sub skills, have them answer these 2 questions:</p> <ul style="list-style-type: none"> • What skills do you already teach in this category? • What skills would you like to add? <p>Explain that we will revisit this activity in meeting THREE to look at which skills are needed in NS as well.</p>	HO p. 5 TIF @ a Glance pp. 3-4
LS Sample Activities: The Complete TIF (15 min)	<p>Hand out the LS category of The Complete TIF (pp. 14-21). Have participants complete the activity on Handout p. 19.</p> <ul style="list-style-type: none"> • Read the sample activities provided • Choose at least 2 sample activities you could try with your students. Make sure at least one of them is a technology example. • Fill out the grid with your choices & tweaks. Make sure to include the LS skills and sub skills addressed. • Share your “finds” and “tweaks” with the group. 	Slides: 9-10 HO p. 19
Break Time (15 min)		Slide: 11
A Tale of Two Contexts: The ACES Process The Classroom (30 min)	<p>Explain that we will once again look at applying the ACES process to the contexts of the classroom and the one-room schoolhouse, this time looking at the LS category (TIF @ a Glance, pp. 3-4).</p> <p>Context: The Classroom IPT: Lesson Plan (LP)</p> <ul style="list-style-type: none"> • Share the pre-ACES LS lesson and together identify the skills and sub-skills it addresses. • Watch the Post-ACES Lesson one segment at a time as indicated on the TIF-ing the Classroom Grid (p. 20) and the slides. Link: https://www.youtube.com/watch?v=7AcZ2ZD_HGY&feature=em-uploademail <ul style="list-style-type: none"> ○ Warm-up: 0:20 ○ Introduction: 2:54 ○ Guided Practice: 11:28 ○ Independent Practice: 21:13 ○ Extension: Not Featured • Identify the skills & sub skills from each segment and jot them on the grid (p. 20) after watching each segment . • Check your notes with the slides. • Reflect on the ‘E’ and ‘S’ of the ACES Process for this lesson 	<p>Slides: 12-32 HO pp. 20-21</p> <p>TIF @ a Glance pp. 3-4</p>
A Tale of Two Contexts: The ACES	<p>Context: One-room-schoolhouse Watch the interview with the instructor of a one-room schoolhouse.</p> <ul style="list-style-type: none"> • Observe the system she uses to TIF the lessons for her learners. • What kind of instructional planning tool does she use in this setting? 	Slides: 33-34 HO p. 16

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Process The One-room Schoolhouse (20 min)	<p>How does she use it?</p> <ul style="list-style-type: none"> What kinds of pre-ACES materials does she use and how does she TIF them? <p>Revisit notes from PLC Meeting ONE (p. 16)</p> <ul style="list-style-type: none"> What are your take-aways from ACES implementation in these two contexts? 	
TIF Methods (20 min)	<p>TIF Methods:</p> <ul style="list-style-type: none"> Refer participants to handouts pp. 22-23 Contemplate the TIF Methods visual and read through the definitions and examples on the following 2 slides <p>In pairs or small groups, have participants discuss which TIF methods they could implement in their settings to integrate LS skills (p. 24).</p> <ul style="list-style-type: none"> Describe TIF methods Assess the methods for LS skills and sub skills Complement the methods with LS skills and sub skills <p>Have several participants share their examples with the larger group.</p>	<p>Slides: 35-37 HO pp. 22-24 TIF @ a Glance pp. 3-4</p>
Outside Task #2: IPT Evaluation (5 min)	<p>In pairs, have participants evaluate the instructional planning tools (IPTs) they used for their outside tasks:</p> <ul style="list-style-type: none"> How did it work? What tweaks did you make & why? 	<p>Slide: 38 IPTs of choice</p>
Work Time! Instruction Planning (20 min)	<p>Have participants take out their lesson materials they brought as part of the requirements for Outside Task #3. In pairs, have participants discuss their proposed ACES lessons and get feedback from their partner. Participants will use their IPT for their instructional planning noting the LS skills/sub skills they intend to address and how they intend to address them.</p> <p>Ask 2 or 3 participants to share their plans with the larger group.</p>	<p>Slide: 39 IPT and Lesson Materials from Outside Task #3</p>
Outside Tasks #4-6: Preview (5 min)	<p>Outside Task #4: TIF-ing a Lesson: Try It Out 2!: Participants will deliver their TIF-ed lesson they began planning and share a summary of the lesson, their evaluation and their study & reflection of the lesson at Meeting THREE.</p> <p>Outside Task #5: Participants will implement a TIF method that integrates LS and share at Meeting THREE.</p> <p>Outside Task #6: Preview/review Navigating Systems (NS) category (TIF @ a Glance p. 12). Choose lesson materials into which you can integrate NS skills AND that you plan to use following PLC meeting THREE. Bring these materials to Meeting THREE to work on during our collaborative work time. Set a timeline for the groups to complete outside tasks.</p>	<p>Slides: 40-42 HO p. 25</p>
Wrap-up/Q & A (5 min)	<p>Share the ACES resource library for the NS category.</p> <p>Discuss when the next meeting is: day, time, and place. Remind participants of the outside tasks.</p> <p>Answer questions.</p> <p><i>Note: Make sure to send an email reminder before the first Outside Task is due!</i></p>	<p>Slides: 43-44</p>