** ACTION RESEARCH TEAM “TRY IT” MINI CYCLE**

**JULY 16, 2020 ACTION RESEARCH (AR) KICK-OFF**

**To do in preparation for September 22nd Seminar:**

**Action Research “Try It” Mini-Cycle**. Select ***one*** of the following options to try out the action research process teams learned about today and build on some of the content offered at the Summer Seminar.

* **Option #1: Developing Norms**
  + **Wondering:** *In what ways can the use of norms improve team meeting effectiveness?*
  + **Action:** Using the handouts provided by Dr. Tammy Heflebower, develop team norms for use with a group that meets on a regular basis such as: faculty, PLCs, curriculum committee, leadership team, etc.
  + **Data Collection:** Keep a brief log of the effectiveness of the norms. What is working? What is not? Changes implemented? These reflections become your “data” to answer your wondering.
  + **Data Analysis/Sharing:** Bring your log with you to our September seminar and be ready to “analyze” this data, share your reflections, and tell what you learned with your cohort members.

* **Option #2:Building Professional Relationships** 
  + **Wondering:** *In what ways can protocols be a useful tool for our faculty to build and/or enhance a collaborative culture in our school building?*
  + **Action:** Complete “The Compass” exercise (<https://bit.ly/2YSzKuj>) with your staff.
  + **Data Collection:** As you engage in this exercise, designate one member of your team to take observational/field notes as the activity is unfolding. In addition, after the exercise, record team’s responses to the following:

\*Brief overall description of the moment in terms of how it started.

\*What happened and how it ended.

\*What did the team members observe? Themselves? Others?

\*What did the team members feel?

\*How did team members react? Others?

\*What did we learn as a team about our staff?

\*Initial outcome.

\*If changed, longer team outcome.

\*How it may have impacted your view of your school?

\*What are implications for our school?

Your team member’s observation notes and the document you produce as your team reflects on the above questions become your “data.”

* + **Data Analysis/Sharing:** Bring your team member’s observational (field notes) and the responses with you to our September seminar and be ready to “analyze” these data, share your reflections, and tell what you learned with your cohort members.
* **Option #3:Twitter as a Communication Tool for Schools**
  + **Wondering:** *In what ways can using Twitter improve communication with faculty, parents, students, and community?*
  + **Action:** Establish a Twitter account for your school to increase communication with various constituencies. As a team, identify appropriate content for school tweets. Design a system to submit info for possible tweets. This should include approval from the district office before implementing. Appoint one person to be in charge of daily tweets; at a minimum, tweet at least once per day.
  + **Data Collection:** Keep a brief log of your tweets and responses. Your tweets become your “data.”
  + **Data Analysis/Sharing:** Bring your log with you to our September seminar and be ready to “analyze” this data, share your team’s tweets, and tell what you learned with your cohort members.
* **Option #4: Learning More about PLCs**
  + **Wondering:** *How can the viewing of a webinar on the PLC process inform our work as a leadership team?*
  + **Action:** As a team or with entire faculty/staff, watch the free webinar offered by Solution Tree - *Building Strong Schools with the PLC at Work™ Process Webinar* available at <https://www.solutiontree.com/authors/building-strong-schools-with-the-plc-at-work-process.html>. After watching the video, participants should respond to the following questions:

\*What did we learn from this webinar?

\*What, if anything, might we do in our school as a result of watching this webinar?

\*What, if anything, is our next step?

* + **Data Collection:** Keep a log of team members’ responses to the above questions.
  + **Data Analysis/Sharing:** Bring your log with you to our September seminar and be ready to “analyze” this data, share your team’s responses to the three questions, and tell what you learned with your cohort members.
* **Option #5: Evaluate Effectiveness of Existing PLC or Collaborative Team**
  + **Wondering:** *How can evaluating the effectiveness of our current PLC teams/collaborative teams inform our work as a leadership team?*
  + **Action:** With current teams, administer the *Survey on Team Norms* (<https://solutiontree.s3.amazonaws.com/solutiontree.com/media/pdfs/Reproducibles_PLCWPB/surveyonteamnorms.pdf>) with your staff.
  + **Data Collection:** Tabulate the results of the survey.
  + **Data Analysis/Sharing:** Bring your data with you to our September seminar and be ready to “analyze” this data, share your reflections, and tell what you learned with your cohort members.
* **Option #6: Getting to Know Each Other**
  + **Wondering:** *In what ways can protocols be a useful tool for our faculty to build and/or enhance a collaborative culture in our school building?*
  + **Action:** As a team, using the *50 Questions to Get to Know Someone* website - <http://bit.ly/1qiBGsp>, create a *Getting to Know You* exercise for your first faculty meeting of the year.
  + **Data Collection:** As you engage in this exercise, designate one member of your team to take observational/field notes as the activity is unfolding. In addition, after the exercise, record team’s responses to the following:

\*Brief overall description of the moment in terms of how it started.

\*What happened and how it ended.

\*What did the team members observe? Themselves? Others?

\*What did the team members feel?

\*How did team members react? Others?

\*What did we learn as a team about our staff?

\*Initial outcome.

\*If changed, longer team outcome.

\*How it may have impacted your view of your school.

\*What are implications for our school?

Your team member’s observation notes and the document you produce as your team reflects on the above questions become your “data.”

* + **Data Analysis/Sharing:** Bring your team member’s observational (field notes) and the responses with you to our September seminar and be ready to “analyze” these data, share your reflections, and tell what you learned with your cohort members.
* **Option #7: Climate Changers**
* **Wondering:** *How can a random act of appreciation change the climate of our building?*
* **Action:** As a team, select a day to provide free donuts, muffins, bagels, cookies, or something similar to the staff. Be sure and select a day when they least expect it.
* **Data Collection:** As you engage in this exercise, each member of your team collects observational/field notes as the activity is unfolding.

\*How are/did staff members respond?

\*Did attitudes change?

\*If so, how long did it last?

* In addition, in preparation for the September seminar, designate a team member to record the team’s responses to the following:

\*Brief overall description of the moment in terms of how it started.

\*What happened and how it ended.

\*What did the team members observe? Themselves? Others?

\*What did the team members feel?

\*How did team members react? Others?

\*What did we learn as a team about our staff?

\*Initial outcome.

\*If changed, longer team outcome.

\*How it may have impacted your view of your school.

\*What are implications for our school?

Your team member’s observation notes and the document you produce as your team reflects on the above questions become your “data.”

* **Data Analysis/Sharing:** Bring your team member’s observational (field notes) and the responses with you to our September seminar and be ready to “analyze” these data, share your reflections, and tell what you learned with your cohort members.

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**AUGUST REGIONAL CHECKING IN: THE AR “TRY IT” MINI-CYCLE**

**FOCUS-COHORT**

**MEETING**

*As a part of this meeting, your mentor will briefly review the process of action research and each member of your cohort will share which Action Research Mini-Cycle his/her team selected as well as any progress made on “data collection” between the July Kick-Off and August Regional-Focus Cohort Meeting. Mentors will answer clarifying questions about the mini-cycle completion and help those principals whose teams haven’t yet begun their mini-cycle plan out time to complete the mini-cycle by the September Seminar.*

To Do in Preparation for September Seminar: Complete your AR “Try It” Mini-Cycle. Bring collected “data” with you to the September meeting.

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**SEPTEMBER SHARING LEARNING: THE AR MINI-CYCLE**

**SEMINAR (9/22/2020)**

*In addition to some great learning through keynoter Phil Warrick, at this meeting, you will meet with your mentor in your regional cohort groups to touch base with one another as well as share what you learned through the completion of your mini-action research cycle.*