

Collaborative Curriculum Alignment Protocols

Webinar Handout 1 – Participant Handout Packet

Training provided by the
California Adult Education/
Technical Assistance Project

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Webinar Overview

In this one-hour webinar, learn about the curriculum alignment efforts of one consortium and examine how a shared faculty experience across partner agencies can lead to a deep awareness of curriculum and clear pathways for students. Participants will explore several models and tools that can be easily adapted for use in their own collaborative curriculum alignment efforts.

Objectives

Through participation in this webinar, participants will:

- Become familiar with the curriculum alignment efforts of one consortium.
- Examine competencies for effective cross-agency collaboration.
- Review several tools and protocols to facilitate effective collaborative curriculum alignment.
- Identify potential obstacles to successful collaboration and identify strategies to remedy those obstacles.
- Outline next steps to move toward more productive collaboration within their agencies or regions.

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JOIN UP

In 3 – 5 words, please jot down some thoughts to describe collaboration.

CURRICULUM ALIGNMENT

What it is, what it does

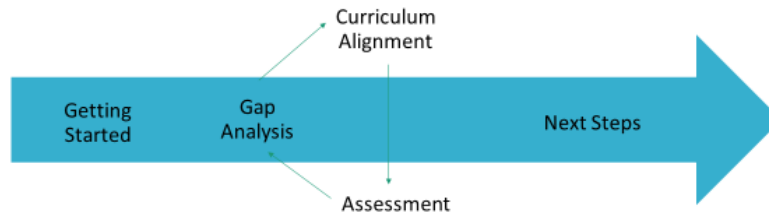
“Curriculum alignment creates seamless pathways necessary for student success across educational levels to student’s future careers.”

“College and high school faculty should work together in a respectful, trusting and supportive manner to align curriculum across educational levels and enable students smoothly transition to the next level without knowledge or skills gaps.”

(from Significant Discussions)

Key Ingredients

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DEEP DIVE: NOTES ABOUT ETCN'S CURRICULUM ALIGNMENT PROJECT

APPLICATION OF COMPETENCIES/NEXT BEST STEPS – ACTIVITY

Interagency Partnership

Think of an example when a partnership did not or is not going as smoothly as you'd hoped. In which competency area(s) do you think the breakdown may have occurred?

| Organizational Structures and Values | Interpersonal Relationships | Leadership Qualities and Skills |
|--|--|--|
| Knowledge of the structures, values and processes of partner agencies. Design systems that will reduce conflicts, communication barriers, and competition and will promote accountability, trust and coordination of efforts. | Concept of trust and trustworthiness. To build and maintain trust, partners regularly demonstrate reciprocity, express mutual commitment, communicate a strong sense of joint ownership of successful outcomes. | Awareness of organizational cultures Communication skills (including listening) Conflict resolution skills Ability to influence and negotiate Social networking skills Being creative, innovative and entrepreneurial |

What steps did you or might you take to get things moving in the right direction?

COLLABORATIVE PROTOCOLS

Sentence Starters for Effective Communication

Protocols for Effective Advocacy

State your assumptions

Here is what I think ...

Describe your reasoning

Here are some reasons why I arrived at this conclusion.

Give concrete examples

Let me explain how I saw this work somewhere else.

Reveal your perspective

I acknowledge that I am looking at this with from the perspective of a ...

Anticipate other perspectives

Some people might be likely to question ...

Acknowledge areas of uncertainty

Here is one issue you could help me think through ...

Invite others to question your assumptions and conclusions

What do you think? In what ways do you see this differently?

Protocols for Effective Inquiry

Gently probe underlying logic

What led you to that conclusion?

Use nonaggressive language

Can you help me understand your thinking here?

Draw out the thinking of others

Which aspects of what you have proposed do you feel are most significant?

Check for understanding

I'm hearing that your primary goal is...

Explain your reasons for inquiring

I'm asking about your assumption because I feel...

Professional Learning Community Feedback Protocols

Give specific and direct compliments

I really admire the way you think outside the box. Your idea to ... was great.

Your attention to detail is awesome. I hadn't noticed that ...

State your opinions using “I” statements

I have some thoughts about

If I understand you correctly ...

Gently probe underlying logic

What led you to that conclusion?

Could you explain the steps that led to that decision?

Use non-aggressive language

I'm wondering if ...

Can you help me to understand your thinking here ...

Check for understanding

I'm hearing that your primary goal is ...

Am I clear on the steps ...

You'll first ...

Give concrete examples

I'm wondering if you started with ...

In my school we ... , which might work at your school.

PRACTICE EXERCISE

- Think back to the partnership where communication or feedback wasn't as effective as it could have been.
- How might you use the one/some of the sentence starters to address the situation and improve communication and feedback?

COLLABORATIVE PROTOCOLS Data-Driven Protocol

Directions for the Activity

1. Select a team leader.
2. Team leader reviews protocol and facilitates the use of the protocol.
3. Select a scribe to write down members' comments on chart paper.
4. Follow steps of protocol below, ensuring that each member contributes.

PROTOCOL

Step 1. Predictions (discuss with the team)

Please reflect privately and record several of your preliminary thoughts about data. One or more of the following thought-starters may be helpful.

- *I assume...*
- *I predict...*
- *I wonder...*
- *My questions/expectations are influenced by...*

Step 2. Evidence (distribute data and answer any clarifying questions)

Look at the data, examine evidence of student learning in silence and answer any questions about what data is presented and how it is presented.

Step 3. Factual, non-judgmental statements (write on chart paper)

What did you see? Scribe notes member's comments on chart paper. One or more of the following thought-starters may be helpful.

- *I observe that...*
- *Some patterns/trends that I notice...*
- *I'm surprised that I see...*

Step 4. Speculate/Inferences (write on chart paper)

Work with a partner, record your answer and then report out. Scribe notes comments on chart paper. One or more of the following thought-starters may be helpful.

- *I believe the data suggests... because...*
- *Additional data that would help me verify/confirm my explanations is...*
- *I think the following are appropriate solutions/responses that address the needs implied in the data...*
- *Additional data that would help guide implementation of the solutions/responses and determine if they are working...*

Step 5. Action Plan (write on chart paper)

Establish an action plans to act on the learning from the data meeting. Brainstorm ideas and come to a consensus for next steps or data to review at the next meeting. Scribe notes on chart paper.

Step 6. Reaction /Evaluation of Data Meeting (share with the whole group)

Create an evaluation tool and share feedback with all members.

NARROWING OUR FOCUS

Please take some time to consider the information presented. What did we discuss today that resonates with you?

What might be your next steps in moving toward collaborative curriculum alignment?

What is one thing that you can commit to doing in the next 45 days?

