



Collaborative Curriculum Alignment Protocols
 Webinar provided by California Adult Education Program: Technical Assistance Project

Facilitators:
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Handout 1

Webinar 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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Collaborative Curriculum Alignment Protocols





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Join Up

- 3-5 words
- Describe collaboration




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Thoughts About Collaboration

- “Collaboration begins with mutual understanding and respect.”
— [Astronaut Ron Garan](#)
- “Collaboration, it turns out, is not a gift from the gods but a skill that requires effort and practice.”
— [Douglas B. Reeves, *Transforming Professional Development Into Student Results*](#)




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Significant Discussions:

A Guide for Secondary and Postsecondary Curriculum Alignment



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Why Curriculum Alignment?

- “Curriculum alignment creates seamless pathways necessary for student success across educational levels to students’ 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 to smoothly transition to the next level without knowledge or skill gaps.”

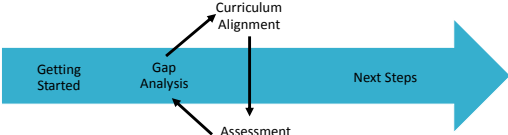


(from Significant Discussions)

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Key Ingredients







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Getting Started Elements



- Get the right people around the table.
- Understand the issues and challenges.
- Develop trusting relationships.
- Identify goals.

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Gap Analysis Elements

- Select a skilled facilitator.
- Identify essential knowledge, skills, and standards for review.
- Determine where and when these are delivered.
- Determine the degree or depth of learning.
- Identify the gaps.





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Curriculum Alignment Essentials

- Identify the points in the curriculum to introduce or reinforce standards and skills.
- Identify the resources necessary to integrate the standards into the sequence of instruction.
- Determine the effective strategies to assess students' acquisition of the standards.
- Review regularly for continuous improvement.



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Assessment Essentials

- Determine the most effective strategies to validate curriculum alignment.
- Design an assessment process that will deliver results.
- Analyze the results of the assessment.
- Review and act on the analysis of assessment outcomes.




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Real Life Example

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A little about us:

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What did we do?

- To help ensure pathways and seamless transitions for our students, the Education to Career Network embarked on a Curriculum Alignment Project over the summer of 2016.

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Why did we do it?

- The Curriculum Alignment Project (CAP) was created to ensure a *smooth* transition between the adult schools, Palomar College and the workplace to the benefit of students.



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How did we do it?

- Summer Weekly Meetings
 - Kick-off Meeting and 3 Additional Workgroup Meetings
- Participants were divided into discipline teams
- Uniform Templates were created
- Teams compared content, competencies, and major projects and assessments
- Teams determined:
 - Where gaps existed
 - Where students dropped off
- Teams developed solutions


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Successes

- Allowing faculty to "opt in"
- Hiring a "neutral" facilitator
- Creating uniform templates to address entry and exit skills for each class
- Increasing awareness and understanding of programs and comradery among faculty at member districts
- Moving from alignment to official articulation
- Discovering gaps and creating bridges




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What were the results?

- Increased articulation
- Increased transitions between and among programs
- Increased collaboration and respect among institutions
 - Location rotated, so faculty were able to see other locations
 - Overall "bonding"




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Collaboration

Inter-agency Partnerships



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Competencies for Inter-Agency Partnerships

According to DeHoog –

- Organizational Structures and Values
- Interpersonal Relationships
- Leadership Qualities and Skills

Collaborations and Partnerships Across Sectors: Preparing the Next Generation for Governance, R. H. DeHoog (July 2015).




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Organizational Structures and Values

- Knowledge of the structures, values and processes of partner agencies, in order to
- Design appropriate systems that will
 - Reduce conflicts, communication barriers and competition
 - Promote accountability, trust, and coordination of efforts

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Interpersonal Relationships

- 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


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Leadership Qualities and Skills

- Awareness of organizational cultures
- Communication skills (including listening)
- Conflict resolution skills
- Ability to influence and negotiate
- Social networking skills
- Being creative, innovative and entrepreneurial


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Think about it ...

- Think about a time when a collaboration didn't work as smoothly as you would have liked ...
- In what competency area(s) do you think the breakdown was likely to have occurred?

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Protocols and Tools

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Forms and Templates



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Handout 2

4th Form –
The Matrix

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Handout 2

5th Form –
Status Report

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Additional Collaboration Tools

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Effective Communication and Feedback Protocols



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Data Dialogue Protocol

- Predictions
- Evidence
- Factual, nonjudgmental statements
- Inferences or implications
- Action plan
- Reaction



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Practice Exercise -

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

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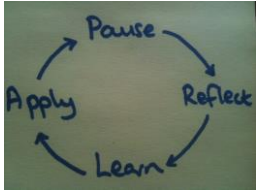
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Next Steps - reflection

- What did we discuss today that resonates with you?
- What might be your best next steps to move toward curriculum alignment?
- What's one thing you can commit to doing in the next 45 days?



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Revisit Training Objectives

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Handout 10

Closing

Thank you for your hard work and attention today!



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Please fill out your evaluation for the session.

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References and Resources

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