

**Instructional Design Meeting**  
**December 1st, 2000**  
**2:00 pm EST**  
**1-403-750-4777**

**Participants:**

**OCDSB – Tim Hawes**  
**CSCV – Brigitte Lussier**  
**AESB –Sean Penney**  
**KPRSB – Jonathan Brown**  
**EPS – Geoff Buxton and Karen Andrews**  
**Regrets TDSB – Janet Murphy**

**AGENDA and Record of Discussion**

**1. Updates on LearnCanada ID activities within school boards**

- 1.1 OCDSB –Planning for the Dec 14<sup>th</sup> event, meeting on Tuesday Dec 5<sup>th</sup>. Would like to have all members participate in using the tools provided in ISABEL (KPRSB –from Toronto?).
- 1.2 CSCV – Will be participating in the Dec 7<sup>th</sup> small group event. Focusing on getting connected and providing teachers with technology (lap top) for the project.
- 1.3 AESB – Meeting next Wed. Still working on connection and equipment issues at school site. Hoping to connect next week, if so, will participate in the Dec 7<sup>th</sup> session.
- 1.4 TDSB –absent but have indicated through email that they will participate in Dec 7<sup>th</sup> and 14<sup>th</sup> events as long as politically possible given teacher negotiations.
- 1.5 KPRSB – Focused on connectivity –likely will not be connected in January. Teachers working on projects that will require the bulk of their time next semester and hope to include other school members (whole school). Will join by phone on Dec 7<sup>th</sup> –checking with TDSB regarding Dec14th (Re: accommodate KPR teachers?)
- 1.6 EPS – Hope to improve QOS by connecting to U of A. Weekly meetings, working on several project ideas. Will participate and moderate Dec 7<sup>th</sup> session. Agenda coming.

**2. ID Online Events**

- 2.1 December 21 event debriefing – Evaluation feedback: Good response numbers (22 out of 26 participants), Content: 17 said it was somewhat to very helpful and 5 said it was not helpful, Common threads: would like to see sharing (examples, video, experiences), information on evaluation and classroom management / motivation. Technologically: some challenges indicated, hold your head perfectly still and “eat the mike” –choppy, blurry, lighting and sound issues. Setting: Strong desire to participate from school sites, some distractions, would like tables or desks to sit behind (one row). Discussed format: moving from presentation/discussion to trying other formats like group work,
- 2.2 December 7<sup>th</sup> – Small Group Event – FOCUS project team may be joined by other members from KPR and AE and will continue their project work.
- 2.3 December 14<sup>th</sup>: Large Group Event – *Evaluation & Behavior Rubrics in PBL* (OCDSB) –PBL activities (FOCUS Group) – Group -OCDSB is planning this session –Thank you to Tim and group- the session will have a short video and some pt to pt group work and large group discussion (Tim and Karen will follow up on details). There will be time for the FOCUS project to share their work.
- 2.4 January - two small group sessions: Jan 18<sup>th</sup> and 25<sup>th</sup> (FOCUS Group on 25<sup>th</sup>) – Sessions are open –leads will follow up with teachers on possible activities.
- 2.5 February 8<sup>th</sup> Large Group – Possible sharing session: Bridging the Gap Between Research and Practice in PBL (KPRDSB and others).
- 2.6 February 15<sup>th</sup> Small Group Session

### **3. Ensuring a Teacher Driven Project –Discussion item**

- 3.1 Teacher Participation Methods to date:
  - 3.1.1 100% participation in timely and thorough evaluation
  - 3.1.2 Providing regular feedback to leads (weekly meetings, etc)
  - 3.1.3 Utilization of email and ID list serve to communicate ideas / requests
  - 3.1.4 Online discussion during events to provide guiding questions, concerns, and feedback.
- 3.2 Other Possibilities for Discussion:
  - 3.2.1 Event Planning Committee – risk of getting “bogged down” –will continue as is.
  - 3.2.2 Schools / School Boards adopt a session – A session or part of a session can be adopted by each school board as a good way to get teams involved in the “hands on” planning. These can be small informal sessions as well.
  - 3.2.3 Encouraging smaller group sessions (spontaneous / informal) –To be discussed with teachers (leads to follow up).
  - 3.2.4 Use of other technologies (Website BB, chat, etc)- egroups was set up to facilitate sharing of documents (Jonathan submitted research articles –Thank you), URLs, chat and other features are being used by group. Seemed to get a quick response –better then list serve (?). Good for teachers that do not have access to email.
  - 3.2.5 Other -none

### **4. Administrative Tasks**

- 4.1 Monthly Reports Reporting Format
  - 4.1.1 Feedback on the form and process –How was it? Missing anything? –So far so good, will adapt as necessary to gather the required information. Thank you to all leads for prompt and thorough reports.
  - 4.1.2 Task numbers: Excel Spreadsheet – will send it out and make the necessary revisions: add meetings (task numbers). Karen will follow up and make changes to Gantt charts as well.
- 4.2 Reporting of days: Time logs –tracking. Boards are using a combination of tracking methods and will track their own member's time. EPS time logs will be sent to leads (only) for example. Calculation estimates for ID: Each school board has 386 days for ID spread over 6 quarters is roughly 64 days per quarter –note: there will be fluctuations i.e. October retreat may cause higher days in first quarter, some teachers have time allotted in second semester, etc.

### **5. Next Conference call meeting/s:**

- 5.1 December 15<sup>th</sup>: Ho Ho Ho: Our Wish List for LearnCanada
- 5.2 January 1<sup>st</sup> is a holiday –no meeting. Alternate date? Online meeting? – January meeting will be on Jan 15<sup>th</sup>. We will use the online medium for meetings when all school boards are connected directly, until then, as is.

### **6 Other Business**

-It was suggested that the December 14<sup>th</sup> session should have a Christmas Party atmosphere. Members agreed. Other suggestions: bring snacks –have teachers bring treats. Session closed with a discussing on who should play the Grinch. John Hindle was nominated by an anonymous member who wishes to keep his job.

Thank you to all