

**LearnCanada: Instructional Design
Minutes of Conference call
November 15, 2000**

Participants:

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

1. Updates on LearnCanada ID activities within school boards

1.1 OCDSB – Held a two-day retreat for teachers and tech staff. This was an excellent activity, discussed PBL issues (teacher and student behavior) and rubrics / evaluation. Participants became more familiar with the technology –use of Isabel.

1.2 CSCV – Going through some personnel changes. Discussion on projects –will be participating in small group session on Nov 16th.

1.3 AESB – Looking forward to Nov 21st session on PBL, music teacher is interested in having interaction with Finland.

1.4 TDSB – Teachers will be participating in the small group session Nov 16th –very enthusiastic group. Still working on contract issues.

1.5 KPRSB – Working on connectivity issues. Teachers are investigating possible project ideas (had a Canoe museum trip, looking at environmental issues) for next semester.

1.6 EPS – Having weekly meetings. Fleshing out some project ideas, mostly working on PBL events and activities. Discussion on reporting procedures and FOIPP.

2. ID Online Events

2.1 November 16th (Sm Group) - Canadian Diversity and Identity – EPS, CSCV and TDSB participating

2.2 November 21st (Lg Group) - The Nuts and Bolts of PBL – Agenda was OK'd by all. Discussion on handling questions: Each site will have a site facilitator to manage questions and discussion. When someone wishes to speak a camera operator will focus in on the speaker. We will revolve through each site (east to west) to give all sites equal opportunity to share comments and questions –members can respond to the site's comments by indicating that there is a response.

2.3 December 14th - PBL – Tim and OCDSB teachers may do a workshop on PBL evaluation and Rubrics and/or lead us through a process like their retreat. Will follow up via email.

2.4 January - two small group sessions–Jan 18th and 25th are open dates for teachers to collaborate online.

3. ID Objectives (see document sent Nov. 9th)

3.1 Objective 1. Through participating in the LearnCanada project, the teachers will acquire skills and methodology for using project based learning (PBL) as a teaching strategy in their practice.

3.2 Objective 2. Within the LearnCanada project the teachers will adopt a collaborative approach to professional development.

3.3 Objective 3. The LearnCanada teachers will evaluate the broadband network and software tools as a medium for collaborative professional development.

Objectives were accepted by all school boards. Leads will submit any edits to the Plan document to Karen by Friday Nov 17th.

4. Administrative Tasks

4.1 Monthly Reports Reporting Format:

The monthly reports should have the following information:

1. Activities Update:

a. List of deliverables and milestones that have been met (as per ID Task list

i.e. 2.1.4 Event Planning: Planning for Nov. 16th event...).

b. The status of teacher activities

i. PBL module development

ii. Collaborative activities (online interactions / conferences)

iii. PD activities and suggestions

iv. Resources found

v. Outreach activities

2. Identify Areas of Question or Concern.

3. Suggestion for Action.

a. How can the issue be resolved?

i. Assistance from other members

ii. Conference call requested

iii. Timeline change

4. Other relevant information.

Reports are sent to Karen via email at the end of each month for tracking and reporting our progress. School board leads should have a copy of the MS Project Gantt chart to reference the task numbers. Some school boards do not have MS Project and will use the html copy and reference the task numbers from the contract hard copy of the Gantt chart.

4.2 Report Dates: End of each month (November 30th)

4.3 School board sharing "their plan for LearnCanada" at next Founding Members meeting.

5.0 Discussion items:

5.1 The use of video within the ID team. How do the teachers envision the creation and use of video objects within

the project? – List from John Spence was sent to members. Initial feedback indicates that there may be other uses to add. Some discussion on the disruptive nature of video taping in the classroom. We will continue the dialog with our teachers.

5.2 LearnCanada mission statement. –Request to send it to the members for feedback –Karen to follow up.

5.3 Two ID conference calls per month? 1st and 15th? – agreed that more is better than not enough, therefore, we will continue holding meetings on the 1st and 15th of every month – same time and place. This will depend on the conference bridge availability –Karen will follow up.

6.0 Others

1. Discussion regarding associate membership with Finland:

-Consensus on the fact that we need to focus on our work within the LearnCanada ID team. We need to “get our act together”

-Our objectives focus on PD and collaboration across the participating school boards – there is a high risk of getting side tracked with the addition of an external group.

-There is no problem with an event (we have an international event scheduled)

-There is no problem with members using the broadband medium for other events (e.g. NFLD and Finland event). We have to be clear as to what is within LearnCanada and what events are external to our project and objectives.

-Extra events with other groups and projects (like the virtual classroom) are not part of the LearnCanada –Instructional Design component.

-Members participating in extra events are welcome to share their experiences with the rest of the ID team during ID events.

2. Calendar update –Geoff will send out the latest calendar and it will be posted on the LC website.

Thank you to all participants.