



Remote Learning Action Team

First Planning Meeting

November 4, 2023

Facilitated Virtually by BethMarie Ward

Action Planning Agenda

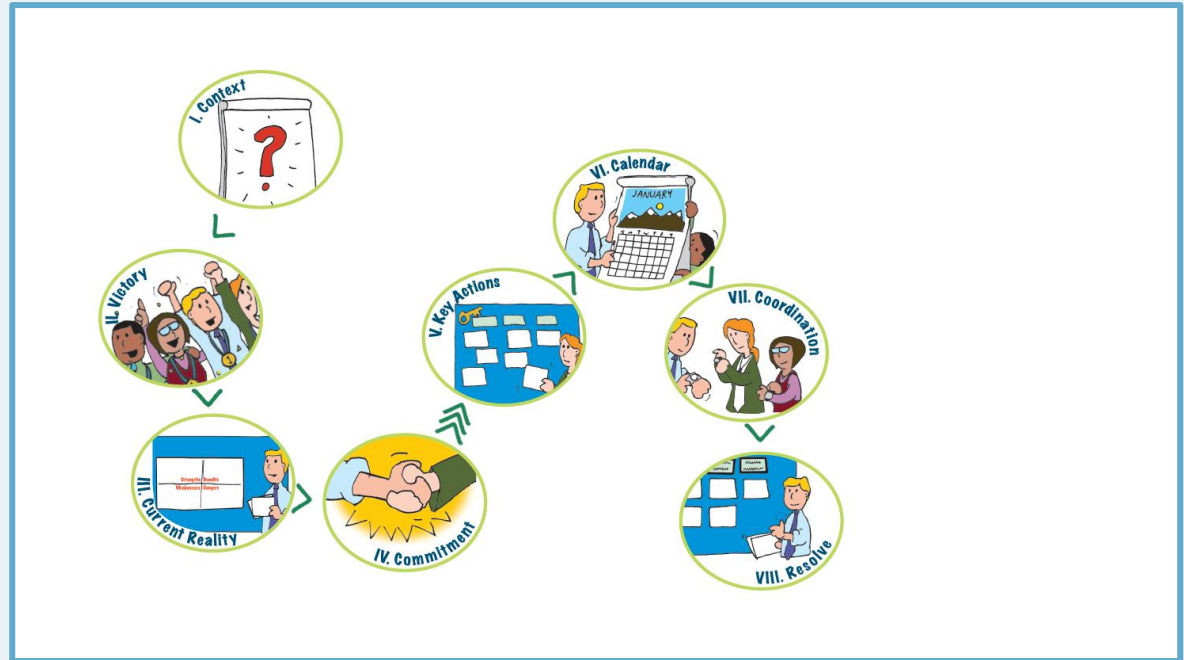
How will we move through this process today?

Core Agreements

- Context/Givens
- Victory
- Current Reality
- Commitments

Creating the Plan

- Key Actions
- Calendar
- Coordination
- Resolve



What are the things we definitely know about this event?

→ **What:** By June 2023, LARAEC will host at least two best practices or sharing sessions specifically designed to address engagement and persistence.

→ **When:** By June 30, 2023

→ **Where:** To be decided

→ **Who:** LARAEC members

→ **Why:** To share best practices and or sharing sessions

to address engagement & persistence

→ **What else?** The overall focus for this APT is:

→ 1) Methods, Pedagogy/Andragogy and PD

→ 2) Best Practices

→ **Topics need to be decided today!**

Topic Ideas:

- **Accessibility**
- **Survival for Instruction: Free and Easy Tools for the classroom- What works best for you? Two tiered approach**
- Roadshow- trainers to school sites interactive session
- Classroom support
- Phone applications
- Best practices student tech access
- Comp vs. Phones access user experience; phone up design
- System/platform/infrastructure/hub/intake/orientation
- Overarching bp OTAN- accessibility for materials
- Translation-
- Learner obligations-providing access for optimum retention

Remote Learning- Survival for Instruction EVENTS CALENDAR

Team Name	First Step	Nov.a) - Dec.	Jan. - Feb.	Mar. - April	May - June	Resources
<p>Survival for Instruction Anthony, Robert, Kathy, Norma, Devon, Barry</p> <p>(move these cards below into calendar or, create new ones)</p> <div style="display: flex; flex-wrap: wrap; gap: 10px;"> <div style="background-color: #ffff00; padding: 5px; width: 45%;">Create a repository of tools.</div> <div style="background-color: #ffff00; padding: 5px; width: 45%;">Develop PD for sustainability.</div> <div style="background-color: #ffff00; padding: 5px; width: 45%;">Identify instructors to demo their fave "teacher tools"</div> <div style="background-color: #ffff00; padding: 5px; width: 45%;">Develop a philosophy of "how-to".</div> <div style="background-color: #ffff00; padding: 5px; width: 45%;">Establish best practices for using tools.</div> <div style="background-color: #ffff00; padding: 5px; width: 45%;"></div> <div style="background-color: #ffff00; padding: 5px; width: 45%;"></div> <div style="background-color: #ffff00; padding: 5px; width: 45%;"></div> <div style="background-color: #ffff00; padding: 5px; width: 45%;"></div> </div>	<p>Make Google Doc to share work- 11/4 (Devon)</p>	<div style="background-color: white; padding: 5px; margin-bottom: 10px;">Find the websites and applications. 1 by 11/18</div> <div style="background-color: white; padding: 5px; margin-bottom: 10px;">Categorize these tools/apps 2 by 11/30</div> <div style="background-color: white; padding: 5px;">Create guides (how-to's) to use the tools 3. start on 12/2</div>				

Remote Learning- Accessibility EVENTS CALENDAR

Team Name	First Step	Nov.a) - Dec.	Jan. - Feb.	Mar. - April	May - June	Resources
<p>Accessibility Margaret, Judy, Dr. Q, Adrienne Ann, Patricia (move these cards below into calendar or, create new ones)</p> <div style="display: flex; flex-direction: column; gap: 10px;"> <div style="background-color: #ffff00; padding: 5px; border: 1px solid black; width: 100%;"> Identify online programs that can be used to post classwork – Canvas, Schoology, Google Classroom, etc. </div> <div style="background-color: #d9ead3; width: 100px; height: 100px; border: 1px solid black;"></div> <div style="background-color: #ffff00; padding: 5px; border: 1px solid black; width: 100%;"> Contact these companies to identify presenters who could share info </div> <div style="background-color: #d9ead3; width: 100px; height: 100px; border: 1px solid black;"></div> <div style="background-color: #ffff00; padding: 5px; border: 1px solid black; width: 100%;"> Identify best practices for using these resources – using colors, simple structures, etc. </div> </div>		<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; background-color: white;"> Identify subject matter experts within our departments 11/18 </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; background-color: white;"> Create guides (how-to's) to use the tools 3. start on 12/2 </div> <div style="border: 1px solid black; padding: 5px; background-color: white;"> Ask our experts to identify what we already have to create access 12/2 </div>				

Coordination

How does the big picture fit together?



1. Do our victories reflect our commitments? If not, what else do we need to do?
2. Which items on the calendar call for a second look at timing?
3. How will we coordinate our activities? Which groups will need to communicate/work together for the plan to work?
4. Who will be our overall coordinator?
5. Will representatives from each team meet? If so, how often?
6. When will the whole group meet again?



Next Steps

<u>What Next?</u>	<u>Who?</u>	<u>When?</u>
1. Identify Co-Chairs	2 different districts: <ul style="list-style-type: none">• Devon Werble• Dr. Q	TODAY
2. Survival for Instruction Team	<ul style="list-style-type: none">• Find the websites and applications. 1 by 11/18• Categorize these by 11/30	
3. Accessibility	Identify subject matter experts within our departments	
4.		
5.		

But wait! There's more! When will we plan and implement activities around the stickies below?



Plan →

Nov. - Dec.	Jan. - Feb.	March - April	May - June

Implement →

Methods, Pedagogy/Andragogy and PD

Best Practices

General APT outcomes