

THE HOUSTON *A+* CHALLENGE
formerly The Houston Annenberg Challenge

*Next Steps Seminar, University of Houston Hilton
 February 26, 2005, 8:30 a.m.—12:00 p.m.*

“Portfolios from A to Z”

Facilitator Agenda

Time	Activity	Materials
Before the seminar begins	<i>Table Leaders</i> greet the participants who sit at their table. Make everybody at the table feel welcome. Point out breakfast and coffee. Encourage participants to read the article.	
30 minutes	Welcome from HA+C <i>Tim</i> Introduction of Table Leaders <i>Tim</i> Ground Rules <i>Tim</i> <ul style="list-style-type: none"> • Turn off cell phones • Watch sidebar conversations • We’re here to be learners Overview of the day <i>Donna</i> Introductions at tables <i>Table Leaders</i> You may want to point out the “Purpose, Author, Audience” handout at this time. Ask each participant to share name, where you work, and what are you hoping to get out of today’s session or what type of portfolio are you putting together. <i>Table Leader</i> can make a list of expectations to refer to throughout the morning. Make sure that individual needs are at least acknowledged and hopefully addressed during the activities.	name tags name tents folders with agendas, etc microphone posters with Ground Rules
45 minutes	AERA Power Point Presentation <i>Facilitators from The Portfolio Group</i>	presentation file laptop computer projector
15 minutes	Break	

<p>45 minutes</p>	<p>Looking In: Discuss “Documenting Whole-School Change in Essential Schools” by Kathleen Cushman</p> <p><i>Table Leaders</i></p> <p>Ask participants to get out the “Purpose, Author, Audience” handout. What kinds of portfolios are they personally interested in?</p> <p>Allow a few minutes for participants to skim the article. Ask them to pay special attention to the “sidebars” which start on page 5 of the article.</p> <p>Remind participants to work from the text and strive to enlarge understanding as the table discusses the article.</p> <p>Possible focusing questions (table leaders should feel free to develop their own discussion questions):</p> <p><i>What are the indicators of an effective school?</i></p> <p><i>What are the indicators of an effective teacher, administrator, school district?</i></p> <p><i>How can you tell that you are making a difference?</i></p> <p><i>What kinds of questions should schools ask?</i></p> <p><i>How can using portfolios help teachers or schools make better decisions?</i></p>	<p>“Purpose, Author, Audience” handout article</p>
<p>30 minutes</p>	<p>Looking Out: Gallery Walk of Portfolios</p> <p><i>Donna</i> will explain process to whole group. Tables will be numbered. <i>Table Leaders</i> can guide participants to start the Gallery Walk at the correspondingly numbered portfolio. <i>Donna</i> will time movements.</p> <p>Participants will look at a wide range of portfolios with these questions in mind:</p> <ul style="list-style-type: none"> • What “common measures” do I see? • What “uncommon measures” do I see? • What is the purpose, author, and audience of each portfolio? • Which portfolios can I use as a springboard for my own work? 	<p>Authentic portfolios from a variety of settings (Eisenhower, Johnston, Drew, Allison’s box, Reagan, Donna’s Blog, Helms, Lanier?)</p> <p>TV/VCR for Ike</p> <p>Laptop and internet service for Donna’s Blog</p> <p>Poster Paper</p> <p>Markers</p> <p>Timer</p> <p>Numbered labels for each portfolio</p>

5 minutes	<p>Whip Around Back at the round tables, the <i>Table Leader</i> will ask each person to quickly respond to one thing from the Gallery Walk. Sample questions:</p> <ul style="list-style-type: none"> • What struck you as especially interesting? • What surprised you? • What inspired you? <p>If time allows, address what questions were raised.</p>	
25 minutes	<p>Next Step <i>Table leader</i> will read “One at a Time” out loud. Participants will write a letter to self that addresses these questions: How can portfolios make a difference? What will I do now to begin my portfolio? What will I do to deepen my portfolio work? <i>Table leader</i> will collect letters and self-addressed envelopes. The Houston A+ Challenge will mail the letters to each participant in early May.</p>	“One at a Time” Handout stationery envelopes
15 minutes	<p>Written Reflections <i>Donna</i></p> <ul style="list-style-type: none"> • What did you learn? • What helped you do that learning? • What suggestions do you have? <p>[These were changed to</p> <ul style="list-style-type: none"> •What did you find meaningful? •What are your next steps? •What information do you need?] 	Reflection sheets Certificates Parking Tokens

All facilitators and table leaders will stay for a debriefing session. Be ready to share

- What went well?
- What needed work?
- Were there any surprises?
- What are possible “Next Steps” for portfolio work in Houston?