



2016-2017 Staff Development Days

August 18  
October 24  
January 16  
February 20  
April 24

## Linn-Mar Teacher Quality Student Achievement Committee

November 30, 2016

4:00-5:00 LRC Room 5

X Debra Barry	X Jeanne Turner	X Carol O'Donnell
X Ryan Kreher	<input type="checkbox"/> Shannon Bisgard	X Erica Rausch
X Mary Symmonds	X Bob Read	<input type="checkbox"/> Quintin Shepherd – ex officio

- **Review Minutes from 10/26/16 - Minutes approved**
- **Final plans for the survey**  
**\*Continuing\* plans for survey: Survey is ready to go. Still trying to figure out sorting logistics before sending out. The plan is to unveil the survey for second semester workshops.**
- **Review workshop attendance- Attendance is still holding from what Erin printed for us last month. Some questions that are coming up are:**
  1. **A course instructor switched the night of a workshop in October and didn't tell the participants until that day. It didn't work for their schedule to switch, so the workshop had less than 4 participants and the folks that couldn't attend the new date had to sign up for another workshop. I found out about this from a teacher who couldn't attend the new time and contacted the instructor and told them they need to check with the TQSA committee before making changes like that unless it was an extreme emergency like illness, family death, etc. This was not the case in this situation.**
  2. **Similarly an instructor cancelled a workshop and did not tell anyone from TQSA until two weeks after. They had four participants but last minute one of those could not come, so they felt it was not worth their time to hold it. Again, I communicated that they should have had the workshop anyway, because the other individuals needed to then sign up for other workshops and as instructors they had already prepped for 4 teachers to attend, they could have held the workshop and then been compensated for their work as well.**

**New guideline: Instructors should notify building principal if they need to cancel or reschedule their workshop.**

3. **Three of our October/November workshop instructors say they have had almost full lists on their roster for workshops, but on the night of they have less participants. They are over the 4 required, but they are concerned about people signing up and not coming and the planning they are doing.**

**Guideline: Instructors wait until the end of the workshop to sign off on participants.**

**Debra will work on a survey for instructors to gather additional feedback about workshops.**



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- **Course Offerings for 17-18- Erin is working on a form that should be much easier for building instructors to fill out. When do you want her to have it finalized?**

**Beginning of March. This allows ample time for buildings to organize course offerings (May 1).**

- **Debra/Erin- Update from the DE visit**

**They are impressed with the level of cognitive coaching happening at LM. Things will stay the same unless legislative changes are**

**Next Meeting: January 25, 2017**

**Tentative Agenda Items for next meeting:**

- Summer TQSA offerings at Linn-Mar University
- Can PBIS be offered as a workshop? PBIS or Cognitive Coaching as recert credit opportunity?
- Instructor Survey- Preview Here: <https://goo.gl/forms/rRkQZghTbp09xMo72> and send feedback to Debra.
- Jeanne- survey for participants??
- TQSA web page

**Meeting Dates 2016-2017 - 4:00**

**August 17**  
**September 21**  
**October 26**  
**November 30**  
**January 25**  
**February 22**  
**March 22**  
**April 26**  
**May 24**  
**June 7**