Colorado Graduation Guidelines
Cross-Work Group Convening
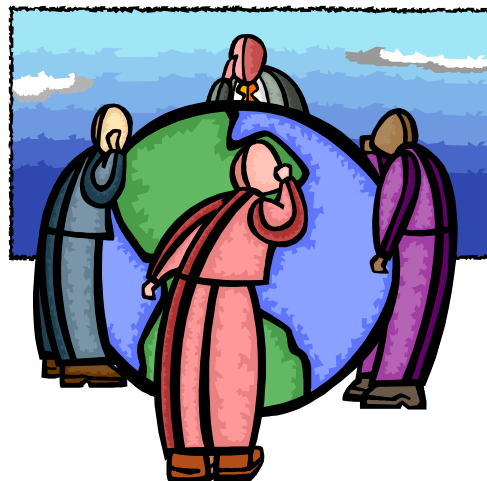# 28 January 2015

Purpose

Convene representatives from several work groups to summarize, celebrate, and conclude the product development phase of the Graduation Guidelines Implementation Toolkit.

Desired Outcomes

- ✓ Determine elements that must be present in the Toolkit.
- ✓ Document successes, struggles, and process improvement suggestions.
- ✓ Identify implementation challenges and develop solutions that address them.

Working Agreements

- ➤ Be fully present and buffer interruptions.
- ➤ Create a safe environment.
- ➤ Listen respectively with the aim of understanding.
- ➤ Seek participation from everyone.
- ➤ Invite different views and value everyone's input.

Agenda

Time	Activity	Process
10:00 AM	Welcome, Introductions, & Overview	Set the tone for the day by reviewing purpose, outcomes, working agreements, and the agenda.
10:30 AM	Essential Toolkit Elements TEMPLATE A	Full group considers the elements listed in Template A and then refines the list. Small groups discuss and identify Top 7 elements.
11:15 AM	Report Out #1	Small groups report Top 7 elements while recorder tallies votes.
11:30 AM	Reflections on the Work Group Process TEMPLATE B CHART 1	Individuals review Template B and consider dialogue questions. Work groups discuss and summarize their responses to share with full group.
12:15 PM	Report Out #2	Recorder captures responses to one question at a time on flipcharts, clustering similar items.
12:30 PM	Implementation Challenges & Solutions CHART 2	Full group reviews information from report out #2 and then identifies key challenges. Recorder captures on flipchart. Self-selected, small groups discuss and record potential solutions for each challenge.
1:30 PM	Report Out #3	Small group reporters share solutions with the full group. Recorder captures themes and key words.
1:45 PM	Celebration & Next Steps	Summarize past and present work. Provide timeline for next phase. Communicate status with other work group members.
2:00 PM	Adjourn	Appreciation and Applause!!

Template A — Elements

Graduation Guidelines Implementation Toolkit

Essential Elements	Suggested Elements	Design Principles
Historical perspective legislation, rules, integrated programs Overview of Graduation Guidelines Benefits for students Definitions of terms Text for GG menu of student demonstrations	Mission/Vision of WF Principles and Beliefs Stakeholder Involvement and work group members List of contacts at districts that are deemed "early adopters"	**High Quality** ▪ Accurate – content derived from valid and reliable research ▪ Complete – evidence-based strategies and practices **Relevant** ▪ Fulfills needs specified by the field ▪ Provides meaningful guidance ▪ Enhances practitioners' knowledge and performance **Useful** ▪ Concise and easy to understand ▪ Practical approaches ▪ User-friendly
Crosswalks with academic standards and 21st century skills Accountability measures	Foundational crosswalk with ICAP	
Implementation steps 　District/school readiness 　Planning tools 　Implementation tools and 　　rubrics	Professional development	
Key messages		
Best practices and rubrics	Promising practices and rubrics	
Strategic partnerships		
Evidence-based tools Resources		

Chart 1 — Reflection

❶ Successes 👍	❷ Struggles 👎
❸ Suggestions ▲	❹ Questions ???
❺ Missing Items:	Incomplete Items:
Plans (who, what, by when):	

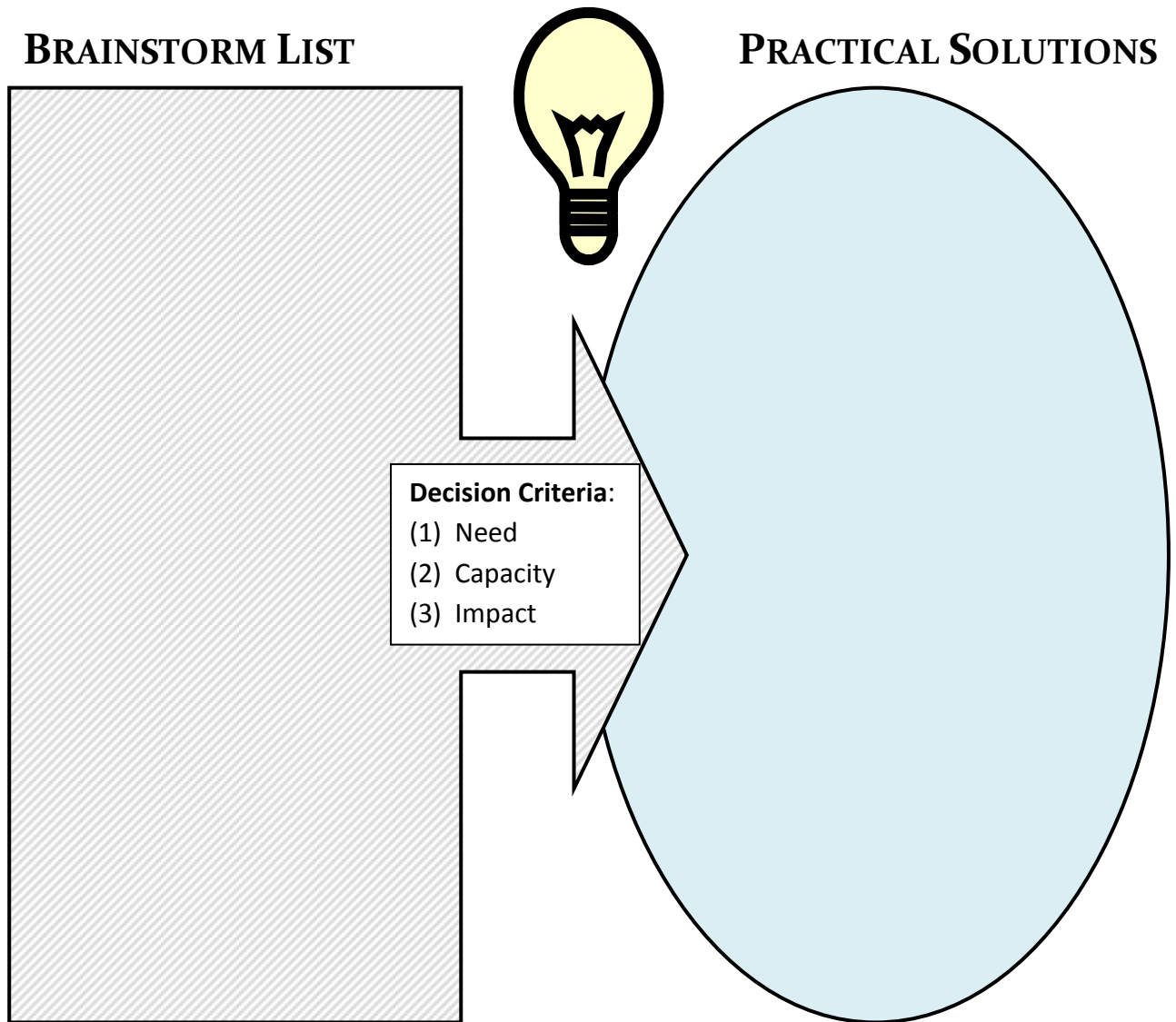## Dialogue Questions

1. What went well for our group?
2. Where did the group struggle?
3. Looking back, what would the group do differently?
4. What are group members still wondering?
5. What, if anything, is missing or incomplete?
   - If items are missing, then either complete the work now or establish a plan and deadline for doing so.
   - If all items are complete, then continue to question 2.

Template B — Work Group Report Elements

ASSESSMENT PRACTICES	21st Century Skills	Capstone	Endorsed Diploma	ICAP	Industry Certification
Introduction	✓	✓	✓	✓	✓
Definitions	✓	✓	✓	✓	✓
Implementation Recommendations	✓	✓	✓	✓	✓
Guiding Questions	☐	✓ for readiness	n/a	✓	✓
Tools	✓	✓	n/a	✓	✓
Key Messages	✓	☐	n/a		✓
Resources	✓	✓	n/a	✓	☐
Promising Practices	✓	✓	n/a	✓	✓ Other states (one in Colo.)
GG Menu Text for Assessment WG	Confirm wording	☐	n/a	Confirm wording	☐
Other	Incorporate Talent Pipeline info?	Strong crosswalk w/CAS	n/a	Update ICAP Toolkit Website	

STUDENT SUPPORTS	English Language Learners	Gifted and Talented	Students with Disabilities	
Introduction	✓	✓	✓	
Definitions	✓	✓	✓	
Implementation Recommendations	✓	✓	✓	
Guiding Questions	✓	✓	✓	
Tools	☐	✓	✓	
Key Messages	✓	✓	✓	
Resources	✓	✓	✓	
Promising Practices	☐	✓	✓	
GG Menu Text for Assessment WG	☐	n/a	Local districts have the authority to adapt the determinations of competencies to accommodate the unique needs of students with exceptionalities.	
Other				

Chart 2 — Solutions

⚡ Challenge:

_____

BRAINSTORM LIST

PRACTICAL SOLUTIONS

Decision Criteria:

(1) Need

(2) Capacity

(3) Impact

Work Group Recommendation Themes & Common Ground

Students with Disabilities	G&T Recommendations	ELL Recommendations
- Alignment - Competencies - Flexibility - Industry standards - Pathways - Professional development - Support systems	- Communication - Evaluation - Evidence-based practices - Flexibility - Guidance and counseling - Pathways - Professional development - Rubrics - School culture - Support systems	- Communication - Graduation plan - Guidance and counseling - Leadership teams - Professional development - Safe environments - School culture - Secondary systems and structures - Stakeholder involvement

21st Century Skills	Capstones & Portfolios	Industry Certification	ICAPs
- Action plan - Benchmarks - Collaborative leadership - Creativity - Curriculum matrix - Flexibility - Pathways - Professional development - Rubrics - Stakeholder involvement	- Action plan - Alignment - Conditions for success - Continuous improvement - Data - Evaluation - Flexibility - Implementation process - Monitoring - Needs assessment - Professional development - Stakeholder involvement	- Accountability - Action plan - Alignment - Communication - CTE programs - Curricula - Implementation process - Industry engagement - Needs assessment - Partnerships - Pathways - Postsecondary engagement - Professional development - Stakeholder involvement	- Accountability - Alignment - Communication - Coordination - Curricula - Evaluation - Evidence - Implementation process - Logistics - Messaging - Personnel - Professional development - Quality indicators - Reporting - Stakeholder involvement - Support systems

Common Ground

1. Professional development (7)
2. Stakeholder involvement (5)
3. Alignment (4)
   Communication (4)
   Flexibility (4)
   Pathways (4)
4. Action plan (3), Evaluation (3), Implementation process (3), Support systems (3)
5. Accountability (2), Curricula (2), Guidance and counseling (2), Leadership (2), Needs assessment (2), Rubrics (2), School culture (2)