

Process Model

Guidelines for Professional Development Credit

A Process Model Project

- ◆ Is a group of teachers who collaborate to develop a **concrete** product to address problems and issues that arise in the teaching and learning process and it includes:
 - Identification of a problem or need based on data.
 - Development of a response or plan which addresses the identified problem or need.
 - Preparation of a concrete summary product to address the problem or need.

Examples:

- ◆ Measureable school improvement goals
- ◆ Revised curriculum based on standards and/or student performance data
- ◆ Standards-based instructional units
- ◆ New or revised classroom management system
- ◆ New policies
- ◆ Rubrics and assessments
- ◆ System for program implementation and/or evaluation
- ◆ Design for professional development program or course
- ◆ Documentation of artifacts from a planned and completed school related event
- ◆ Article for professional development newsletter or other professional publication

Participants acquire important knowledge or skills through their involvement in ongoing school and/or district process work. Such involvement often causes changes in attitudes or provides acquisition of skills as groups work toward the solution of a common problem or goal.

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Process Model Guidelines

Instructors and facilitators are responsible for ensuring that credit is awarded on the following expectations. The information on this page must be shared with all participants.

Expectations of Participants

Attendance

- ◆ Participants need to be prompt and attend **each entire** session to receive credit.
- ◆ Absences due to exceptional situations may be excused by the team leader for no more than 20% of the total contact hours. The participant is responsible for demonstrating knowledge and skills in areas missed due to absence. **No credit will be awarded if a participant misses more than 20% of the contact hours for any reason. Make up time should be reflected and identified on the Individual Time Log.**

Participation

- ◆ Team leaders are selected by the participants to provide leadership and to act as a liaison between the team and the Office of Professional Development. (See Team Leader Responsibilities, pp. 5-6)
- ◆ Team members share responsibility in the design and implementation of the project.
- ◆ Team members participate actively and thoughtfully throughout the project.

Quality Work

- ◆ Team members submit quality summary products as defined in the rubric on p. 7.

Credit

- ◆ The application must be completed and approved before any contact hours can be accumulated for credit.
- ◆ Receiving credit is dependent upon attendance, participation, and submission of quality summary products as defined in the rubric on p. 7.
- ◆ This is a collaborative model of professional development, therefore the team must meet together at least 2/3 of the time (10 hours for a 15 hour project). Members can work independently for one third of the time (5 hours for a 15 hour project), but they must clearly document their individual time using the Individual Time Log.
- ◆ The minimum amount of credit that may be earned is .5 semester hours, and the maximum amount on any given project is 2 semester hours.
- ◆ With the exception of the team leader, each participant will receive the **same** amount of professional development/salary credit.
- ◆ Partial credit is not available for incomplete work or attendance.
- ◆ Professional development and district salary credit are available for projects that directly support district and school improvement goals, have prior approval, and are scheduled **outside** of contracted work hours. Salary credit cannot be earned during the contract day.
- ◆ Professional development scheduled during the work day can only be used for Colorado re-licensure credit, not salary credit.

PARTICIPANT FEES & TEAM LEADER COMPENSATION

Participant Fees and Registration

- ◆ A participant fee of \$15 per semester hour applies to Process Model projects.
- ◆ The Team Leader will ensure that participants complete online registration and payment within one week of the first session.

Number of Participants

- ◆ To provide an optimal learning experience and to cover the expenses associated with the Process Model, it is recommended that there be a minimum of 4 participants. If fewer than four (4) participants form a Process Model project, there will be no option of additional compensation available for the team leader. **However, the registration/credit fee for the team leader will be waived.**

Team Leader Compensation – Option 1	Team Leader Compensation – Option 2
<p><i>Option 1 is available to team leaders of Process Model projects of one (1) semester credit hour or more.</i></p> <ul style="list-style-type: none"> ◆ Registration/credit fee will be waived for the team leader(s). <p>Additional Credit:</p> <p>+ .5 Additional .5 semester hour of professional development/salary credit will be awarded to the team leader/facilitator for a one (1) semester hour project.</p> <p>+1.0 Additional 1.0 semester hour of professional development/salary credit will be awarded for a project approved for two (2) semester hours of credit.</p> <ul style="list-style-type: none"> ◆ Leadership responsibilities can be shared only when the group size exceeds ten (10) participants who complete the PST. ◆ If team leader responsibilities are shared, each will receive additional professional development/salary credit as described above. There can be a maximum of two (2) team leaders per project. ◆ Salary credit can be earned only if the PST is scheduled outside contracted work hours. 	<p><i>Option 2 is available to team leaders of Process Model projects with four (4) or more participants.</i></p> <ul style="list-style-type: none"> ◆ Registration/credit fee will be waived for the team leader(s). ◆ The team leader(s) receives the same number of credit hours as the participants. ◆ The team leader(s) will also be paid a stipend of \$100.00 per semester hour for planning, facilitation and documentation responsibilities or \$50 per .5 semester hour. ◆ Leadership responsibilities can be shared only when the group size exceeds ten (10) participants who complete the PST. ◆ If team leader responsibilities are shared, each will receive a stipend as described above. There can be a maximum of two (2) team leaders per project. ◆ Team leader(s) cannot earn salary credit if paid a stipend.

Team Leader Responsibilities

Organization

- ◆ Inform appropriate building and/or district personnel of the project.
- ◆ Access the on-line application and share with the team.
- ◆ Submit the online application to the Office of Professional Development at least **THREE WEEKS** prior to the beginning of the first session. This timeframe will allow for modification as needed.
- ◆ Ensure that ALL participants complete online registration and payment within one week following the first session. By accessing the online Course Attendance Sheet, which gives up-to-date registration and payment information, the team leader(s) will know who has paid and who has not paid.

Expectations

- ◆ Provide leadership and act as a liaison to the Office of Professional Development.
- ◆ Collaboratively develop project goals, session goals, and agendas with the group.
- ◆ Collaboratively, set norms for the group.
- ◆ Review accomplishments from previous session at the beginning of each session.
- ◆ Review district Process Model expectations with the group. (p. 3.)
- ◆ **Because this is a collaborative model of professional development, the team must meet together at least 2/3 of the time (10 hours for a 15 hour project). One third of the time (5 hours for a 15 hour project) members can work independently, but must clearly document their individual time using the Individual Time Log.**
- ◆ Keep the group focused and actively involved.
- ◆ Encourage punctuality and attendance. Discourage early departure from sessions.
- ◆ Provide opportunities for input and ongoing evaluation of the Process Model experience.
- ◆ Ensure that each participant meets the requirements for completing his or her individual reflection and that **the entire group** shares in the responsibility of the completion of the Team Summary Product.

Team Leader Responsibilities (cont.)

Attendance

- ◆ Take accurate attendance at each session by having participants sign in using the Course Attendance Sheet.
- ◆ Download and print a copy of the Course Attendance Sheet for **each** class session.
- ◆ Transfer sign-in information to the Summary Attendance Record (p. 11).
- ◆ Submit the completed Summary Attendance Record with the sign-in Course Attendance Sheets attached.
- ◆ Resolve disputes regarding attendance that affects credit.

Timeline

<p>Three weeks prior to beginning your project, please submit:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The online application 	<p>After the project starts, be sure that:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The team leader has accessed the online Course Attendance Sheet which gives up-to-date registration and payment information <input type="checkbox"/> All participants have completed online registration and submitted payment.
<p>Within three weeks following completion of the project, please upload the following documents into your shared Google Folder. Jean Jennings will send you a link to this folder.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Individual Reflections (see rubric below and guiding questions on p. 8) <input type="checkbox"/> Team Summary Product(s) (see rubric below) <input type="checkbox"/> Explanation/guide to summary product(s) <input type="checkbox"/> Process Model Session Log (p. 8) <input type="checkbox"/> Individual Time Logs, if applicable (p.11) <input type="checkbox"/> Summary Attendance Record (p. 9) <input type="checkbox"/> Final Roster and Credit Record (p. 10) <input type="checkbox"/> Time card for time leader(s) if Compensation Option 2 has been selected 	

PROCESS MODEL GUIDELINES



Rubric

	Needs Improvement	Proficient
<p>Individual Reflections</p> <p>Are the responses in-depth and thoughtful?</p> <p>Are specific examples included to justify responses?</p>	<p>___ Responses are brief and surface level</p> <p>___ No examples included</p>	<p>___ Responses reflect deep thought and self-analysis</p> <p>___ Specific examples are included</p>
<p>Summary Product</p> <p>Is the summary product(s) aligned with the data/background information and stated problem/need?</p> <p>Does the summary product(s) have implications for improved professional practice and/or increased student learning?</p>	<p>___ Alignment between product and data/problem is unclear</p> <p>___ Connection to improved professional practice or increased student learning is unclear</p>	<p>___ Summary product is well aligned with data/problem</p> <p>___ Use of the summary product will clearly result in improved professional practice and/or increased student learning</p>

Individual Reflection

Directions:

Each participant, including the team leader, must complete a thoughtful reflection. The reflection must be based on evidence of learning gathered throughout the Process Model project. The questions below can be used as a guide. **The reflection should not include a summary of your meetings.**

- ◆ What was meaningful to you as a learner?
- ◆ How do you intend to incorporate these new learnings in your own classroom?
- ◆ How could the project impact professional practice at your grade level, department-wide and school-wide?
- ◆ How does the experience connect with your professional growth goals?
- ◆ What, if any, are next steps in your learning?
- ◆ Where do you go from here?

PROCESS MODEL GUIDELINES



Process Model Session Log

Process Model Project Title _____

Process Model Dates _____ Team Leader(s) _____

This information is required documentation. It must be included in the Summary Product at the completion of the Process Model experience.

The Process Model Team Leader will document the following for all Process Model activities.

Date	Time: List beginning and ending time of activity or session	What was accomplished? Ideas, Insights and Implications gained from each session	Next steps? (What do you plan to do with the information you gained from each session?)

Subtotal of time on project (this page): _____

Cumulative hours to date: _____

[Duplicate this sheet as needed]

PROCESS MODEL GUIDELINES



Process Model Title _____

Team Leader(s) _____ Year _____

Summary Attendance Record

Transfer sign-in information from **all** Course Attendance Sheets to this form.

Participant's Name	Meeting Dates (List month and day)									
	/	/	/	/	/	/	/	/	/	/

PROCESS MODEL GUIDELINES



Final Roster and Credit Record

This is the final roster for those participants who have successfully completed the Process Model requirements including the Team Leader(s). Submit with final documentation materials.

Process Model Title _____

Team Leader(s) _____

Participant's Name (last, first)	School or Department	Sem. Hrs. Awarded
Example: Brown, Susan	South Elem.	2
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Signature(s) of Process Model Leader(s)

Date

PROCESS MODEL GUIDELINES



Individual Time Log

Name of PST, Process Model, or Independent Study: _____

Your name: _____

DATE	ACTIVITY (WHAT I DID)	HOW MANY HOURS SPENT

TOTAL HOURS: _____