



Developing Sustainable Teams

Modified Fishbowl Protocol and Observation Tool

This is a protocol school teams can use when examining postsecondary data and collectively thinking about implications for the work. The Network for College Success recommends the Fishbowl protocol in professional learning communities or during schoolwide professional development. Educators can observe a team in action and reflect on key criteria for effective team functioning.

Modified Fishbowl Protocol and Observation Tool

Protocol designed to surface the following:

- Effective data use (from Naviance reports)
- Team functioning and cohesion as well as day-to-day meeting practices
- Ability to problem-solve and think about tiered interventions

Activity

Observe a modified Postsecondary Leadership Team meeting. The entire team is not necessarily present and only a portion of the meeting will occur. The team will be reviewing current student application data to action plan for the month before winter break. The team will sit in the middle of the room and observers will sit in a circle surrounding the team.

Materials

- Team meeting agenda
- Data report
- Observation Tool

Process

- Facilitator provides context for the Postsecondary Leadership Team meeting and general guidance for Fishbowl activity (see below). (5 minutes)
- Observers will remain silent while the presenting team meeting takes place. Observers should record evidence and questions on the Observation Tool. (20 minutes)
- Observation Debrief (30 minutes)
 - Part 1: Observers share evidence from each of the Rubric elements
 - Part 2: Observers share questions for the presenting team and also for their practice
 - Part 3: Presenting team members respond to the questions and then engage in whole group discussion
 - Part 4: Everyone engages in individual reflection and shares ideas in pairs

Based on the School Reform Initiative Fishbowl Protocol.



Fishbowl Observation

The presenting team is conducting a modified meeting that includes analyzing current college application data, derived from Naviance reports. With the following guiding questions in mind, the team will engage in a modified Atlas Protocol as described in the steps listed below.

Guiding questions: What interventions will help our students meet application milestones and priorities before the winter break? What resources and supports can facilitate this process?

Modified Atlas Protocol (from the School Reform Initiative):

- 2 minutes: Team silently reviews the data
- 5 minute round: What did we see?
- 5 minute round: What does the data suggest?
- 8 minute round: What are some implications and/or possible next steps?

Observation Rubric and Evidence Tool

Description of Elements	Evidence from Observation*	Questions from the Team Observation or for my Practice
<p>Regular and Effective Meetings Team meets regularly with a written agenda, review of action items, and a note-taker. Minutes are distributed within a week of the meetings.</p>		
<p>Use of Data and Progress Monitoring Team regularly uses one or more source of appropriate and timely data to drive decisions toward addressing Key Performance Indicators.</p>		
<p>Interventions Team regularly uses tiered interventions at all grade levels to respond to gaps in postsecondary achievement.</p>		
<p>Team Cohesion Team members communicate well, trust one another, and work collegially in the best interest of one another, students, and the Postsecondary Leadership Team.</p>		

* You may or may not observe evidence for all of the elements.





Observer Reflection and Assessment of Your School

Have we created subgroups for our senior class based on their academic qualifications? What are the next steps?

Are we effectively using Naviance reports (or some other data source) to monitor student progress for each subgroup? What are the next steps?

Do we use a protocol and/or process for effective data review? What are the next steps?

Do we have effective interventions for each subgroup? What are the next steps?

What elements of the Rubric does our team need to focus on? What are the next steps?
