Leading Effective Art Team Meetings

How to make your department meetings fun and effective!

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Objectives

- Participants in this session will leave with...
  - Solutions to your most common Art Department issues
  - A working definition of PLCs
  - Tips for running effective PLC meetings
  - A solid protocol by which to run PLCs
  - Ideas to add fun and interest to your meetings
Let’s Stick Together!

Research supports the idea of specialized professional development for art teachers. Lind (2007) concluded that professional development should involve opportunities for art teachers to collaborate and share ideas with each other. By doing this, they can share specific ideas about their content area.
5 Common Art Department Issues

“Complaining – Our meetings turn into gripe sessions”

“Not everyone is on board with the common goal”

“Everyone is losing focus as the day goes on”

“We get off track and sidebar conversations distract our work”

“We don’t have anything to show for our day but a bunch of hot air!”
PLC = Professional Learning Community

- High-performing collaborative teams focused on improving curriculum, instruction, and assessment through ongoing teacher education and capacity-building.

- When establishing a PLC begin by...
  - Identify a shared goal or mission
  - Articulate action steps and roles needed to reach the goal
  - Monitor implementation of action steps
  - Analyze and report out results of actions
  - Based on analysis, begin the cycle again

Anything else is just a business meeting!
Benefits of PLCs

- Tuned-in Teachers
- Get off the island!
- Shared commitment to goals and student success
- Improved climate and culture
Most successful models have...

- Proactive leadership through both teachers and administrators (Huffman, Hipp, Pankake, & Moller, 2001).
- Purposeful decision-making processes
- Job embedded PD opportunities
- A strong vision connected to instructional improvements and continuous learning (Bolam et al., 2005).
- Shared leadership—builds capacity in teachers (Moller, 2006).
Needs Assessment

- Nix boredom! Differentiate!
- Align with your district directives
- Build a climate and culture of trust
- Things to ask...
  - What do you want PD on?
  - Roadblocks to being the best?
  - Most effective use of our time?
Establishing Norms

ART DEPARTMENT GROUP NORMS

1) We will be guided by the Elementary Art Department PLC purpose statement, which focuses on organization and professional development to enhance success for all students.

2) We will be familiar with resources before we arrive, complete any previously assigned tasks, and come prepared with appropriate materials.

3) We will refrain from sidebar conversations.
   If a sidebar exists, a member can knock on the table as a reminder.

4) We will start and end on time.

5) We will respect the thoughts and opinions of all members in the group and allow time at the end of the meeting for each individual to contribute.

6) We will be responsible for examining all points of view and arriving at a consensus.

7) We will operate in a professional and friendly atmosphere voicing all concerns during the meeting.

8) We will set goals and create agendas for upcoming meetings.

Offer a set of pre-written norms

- Begin and end on time
- Use only necessary technologies
- Come prepared
- No sidebars
- Challenge ideas
- Group Creation and Buy-In
Communications

- Disseminate agenda one week early
- Ask for additions, give a reasonable deadline
- Send an updated agenda and reminder 24-48 hours before the meeting.
- Make sure minutes are taken and reported out within 24 hours of meeting.
- Only pertinent and actionable information. Transparency without inducing panic or overwhelming the crew.

What do you mean you never got my email?
Involve Everyone: Increase Engagement

Assign each member of the team a specific task.

This will keep them engaged throughout each meeting and feel they are a valuable part of the team.

Group Role / Job Ideas

- **Agenda Writer**
  Puts together the agenda and sends it out beforehand.

- **Facilitator**
  Runs the meeting and helps set the agenda.
  Keeps the big picture in mind.

- **Parking Lot Manager**
  Keeps a list of off topic requests to revisit at a later date.

- **Snack Organizer**
  Organizes food and snacks for the meeting ahead of time.

- **Time Keeper**
  Keeps track of time and helps the group stay on track.

- **Recording Minutes**
  Records important events of the day and sends them out after the meeting as a recap.

- **Secretary**
  Takes notes and writes up any documents or files as the group works.

- **Questioner**
  Helps to ask clarifying questions for the good of the group, and plays “devils advocate.”

- **Summarizer**
  At the end of each session, summarizes what has been talked about, out loud, to keep the group on the same page.
The Pain-Free PLC Protocol

90 Minutes of Effective Fun!

Greeting and introductions -- 1 minute
Revisit norms -- 1 minute
Housekeeping -- 7 minutes
Highlight overarching goals-which are you meeting today? -- 1 minute
Identify meeting objectives -- 2 minutes
Engagement / motivational set -- 5 minutes
Content -- The MEAT! -- 40 minutes
Time to chew with colleagues -- 20 minutes
Regather to validate met objectives -- 5 minutes
Preview next meeting -- 1 minute
Final business and announcements -- 7 minutes

Take a shot of purpose, mix it with some organization and call me in the morning.

Email me at sarahdougherty@theartofed.com with questions or successes!
Teach Collaboration

- Treat them like your students, just don’t tell them!
- Structure conversations and activities so teachers know exactly what to do and avoid temptations
- Stay positive!
- Challenge ideas, not people. Accept challenges to your ideas.
- Silence = agreement
- De-privatization of practice
Where to start?

Intended Curriculum

Achieved Curriculum

Enacted Curriculum
Assess, Rinse, Repeat!

- Continuous instruction-assessment loop
- Model good pedagogy for teachers
- Multiple modes of data collection
- Keep artifacts
- Report, report, report!
- Do it all over again each month, term, year
We Still Don’t Agree:
4 Easy Tricks to Help with Consensus

1. Invite Administration to the Meeting

2. Use Voting!

3. ASK: What piece CAN you live with?

4. Utilize Small Group Work
5 Ways to Make Your Meetings More FUN!

1. Snacks!

People + Food = Happy!

2. Get out of the School: Take a Field Trip!

3. Ice Breakers and Team Building (compliment circle)

4. Highlight Team Member Successes Publicly
4. Celebrate Your Successes
Let’s Connect!

Email me at jessica@theartofed.com with questions or successes!

Email me at sarahdougherty@theartofed.com with questions or successes!
References


- The Center for Comprehensive School Reform and Improvement. What Does the Literature and Emerging Research Tell Us About the Benefits of PLCs?