

## ***Grant Wood Area Education Agency Professional Development Study Group Facilitator Checklist***

The facilitator of a study group acts as a leader and coordinator of group activities, but is not an instructor. This person takes the responsibility for submitting paperwork for study group approval, recording attendance, coordinating study group meeting logs and scheduling and communicating with the group members and the GWAEA Professional Development Coordinator. In addition the facilitator should take an active role in the study group in the following ways:

1. Promote a positive reflective atmosphere in the group.
2. Encourage participation by all in group discussions.
3. Encourage all members to keep notes of group perceptions and realizations.
4. Restate positions and observations of group members as needed.
5. Promote follow-up activities as appropriate.
6. Provide group leadership as needed without dominating group processes.
7. Handle all paperwork needed by GWAEA: grade and attendance records, meeting logs, evaluation forms, study group completion form.

### **Organizing the Study Group**

- Identify four to ten participants including yourself.
- Hold an organizational meeting with all participants to determine date, time, and place for study group meetings (minimum of 15 contact hours). This meeting does not count toward the 15 contact hours for credit.
- Complete the Study Group Packet
  - Proposal – Must be typed. Directions for Completion
  - Participant Form – All participants must sign indicating they can attend the sessions and confirm credit option
  - Alignment with School Improvement Plan – Appropriate district/building administrator reviews the proposal. Secure signature on form indicating approval of topic, issues, plan of action, outcomes, resources and final product.
- At least three weeks prior to start date send completed study group organization forms (Proposal, Participant Form, and Alignment with School Improvement Plan) to the Grant Wood AEA Professional Development Coordinator. No activity can be implemented prior to approval.
- Receive study group approval from the Grant Wood AEA Professional Development Coordinator.
- Receive attendance roster, registration information, copy of meeting log template, and evaluation form.

## During the Study Group

- At the first study group meeting provide all participants with registration directions, password and course number. Within one week after the first meeting date participants are expected to register and pay electronically. If registering for renewal credit, they will need to pay the \$25 tuition by MasterCard or Visa. If they do not wish credit, they must still register and indicate "No Credit".
- Receive pre-printed attendance roster indicating everyone who is registered for the study group.
- At each session mark the date and attendance on the attendance form and complete a meeting log. One log is included in the facilitator packet. You will need to make copies in order to complete one log for each study group meeting.
- Meet for a minimum of 15 hours during scheduled times. If a session needs to be cancelled or rescheduled, inform Grant Wood AEA Professional Development Coordinator of make-up date.
- In the last session collect final product.
- Make copies of the evaluation form, distribute and have each participant complete and return to the facilitator.

## Upon Completion of the Study Group

- Complete the attendance sheet with grades - S (Satisfactory) or U (Unsatisfactory) and attendance data for each participant for each session.
- Study Group Facilitator completes the **Study Group Completion** form and has district/building administrator sign.
- Mail the attendance roster with grades and attendance data for all participants, study group completion form, meeting logs for all sessions, course evaluations and participant final products to Sherry Sines, Professional Development Coordinator, at GWAEA.

For questions contact, Sherry Sines, Professional Development Coordinator, 399-6517, (800) 798-9771 ext. 6517 or kdulle@aea10.k12.ia.us