

Pre-Observation Conference Wednesday, August 1, 2007

Coaching Session #1 – Dawn & Mindy as Coaches, Ashley as Mentee

Ashley Coffman[9:33:51 PM]: Hey Dawn!

Dawn Shaw[9:33:52 PM]: I hope I am not too late. Did you get message about Mindy?

Ashley Coffman[9:33:57 PM]: Are you saving the transcript?

Ashley Coffman[9:34:15 PM]: Yes, I read it when I got home today. The more, the merrier!

Dawn Shaw[9:34:24 PM]: How was your workshop? I just got done swimming. I ate 5 Oreos and I felt guilty!

Melinda Smith_Woods has joined the chat.

Ashley Coffman[9:34:56 PM]: It was exhausting...so much work it makes this look like a walk in the park!

Ashley Coffman[9:35:17 PM]: Hey Mindy! Welcome!

Melinda Smith_Woods[9:35:22 PM]: Hello

Dawn Shaw[9:35:24 PM]: Hi Mindy. I guess I am saving since I started it?

Melinda Smith_Woods[9:35:43 PM]: Okay. This is my 1st time in the chat

Dawn Shaw[9:35:55 PM]: How do we do this with 3?

Ashley Coffman[9:35:57 PM]: Yes, think so....the box is now checked on my screen.

Ashley Coffman[9:36:28 PM]: Maybe just take turns being in the hot seat with 2 people coaching?

Dawn Shaw[9:37:07 PM]: I emailed Connie and asked if we can keep our same prof goals for ourselves and she said whatever we wanted. That sounds good about 2 on 1!

Ashley Coffman[9:37:39 PM]: Okay, who wants to be first?

Dawn Shaw[9:37:48 PM]: Mindy you can jump in any time. Who's first? I can't find my questions!

Ashley Coffman[9:37:52 PM]: I'll volunteer!

Dawn Shaw[9:38:25 PM]: Okay. What will you be guiding your mentee toward, goals?

Ashley Coffman[9:39:23 PM]: I haven't met with her to develop her goals but I know what she plans on doing.

Ashley Coffman[9:39:50 PM]: She will be creating and delivering staff development on the new Texas Instruments CBL (computer-based laboratory).

Dawn Shaw[9:40:34 PM]: What kinds of questions will you use with your mentee to help them develop the lesson plan? Cool idea.

Ashley Coffman[9:40:42 PM]: She also wants to use software to analyze the data collected from the CBL.

Melinda Smith_Woods[9:41:04 PM]: Where will she be getting her training?

Ashley Coffman[9:42:04 PM]: Open-ended questions that get her to think about all the facets of adult learning from motivating to assessing.

Dawn Shaw[9:42:39 PM]: What level of the teachers (el, hs)? Whole district?

Ashley Coffman[9:42:40 PM]: As the technology mentor for the math department, she is responsible for learning the equipment on her own.

Melinda Smith_Woods[9:42:41 PM]: Will the learners have any experience with the CBL?

Ashley Coffman[9:43:08 PM]: This is a high school mathematics department.

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Ashley Coffman[9:43:37 PM]: I'm not sure if it will be the whole department or just upper-level math teachers like Pre-Cal and Calculus.

Dawn Shaw[9:43:58 PM]: For our info (or maybe just mine) what is CBL?

Ashley Coffman[9:44:06 PM]: No, the learners will not have any experience with it...this is a brand new "toy" for the department.

Dawn Shaw[9:44:58 PM]: What exactly does she hope to accomplish with this training? Is this a first session or only session?

Ashley Coffman[9:45:12 PM]: Stands for Calculator Based Laboratory...basically it's a probe used to collect data (temperature, speed, light, etc.).

Ashley Coffman[9:45:33 PM]: I don't know all the details yet but am very interested in learning about it myself.

Dawn Shaw[9:46:06 PM]: Cool. I think I saw something like that a science workshop. It connected to the computer and you could even pattern the movements and jump etc...

Melinda Smith_Woods[9:46:19 PM]: How long will the session last and is there a goal for what the learners will know when they leave yet?

Ashley Coffman[9:46:25 PM]: Well, the staff development is basically an introduction to this device and she hopes that teachers will use in their lessons. It's a great tool to connect math to the real world.

Ashley Coffman[9:47:13 PM]: I'm not sure about the time frame yet -- I'm assuming that it will have to be covered over several days.

Melinda Smith_Woods[9:47:23 PM]: How many probes will they have to learn?

Ashley Coffman[9:47:38 PM]: Maybe one 2-hour session on data collection and another session on analysis.

Dawn Shaw[9:47:54 PM]: Target Goal per day?

Ashley Coffman[9:48:11 PM]: I'm not sure how many probes there are!

Ashley Coffman[9:48:31 PM]: I think she'll divide it up into those target goals -- one each day.

Dawn Shaw[9:48:55 PM]: What about the goals you are setting for yourself?

Ashley Coffman[9:49:22 PM]: That's what I've been working before our meeting...

Dawn Shaw[9:49:44 PM]: How will she hook the teachers into the staff development?

Ashley Coffman[9:49:56 PM]: First goal - Apply mentoring skills to facilitate the creation and implementation of technology-integrated staff development for a diverse group of adult learners.

Ashley Coffman[9:50:26 PM]: Her hook will probably be a cool demonstration right at the start.

Dawn Shaw[9:50:49 PM]: What level of support will you provide her during the training? I love demos!

Ashley Coffman[9:51:11 PM]: I want to help my mentee understand the unique learning needs of adults.

Melinda Smith_Woods[9:51:56 PM]: What do you think she will have the hardest time adjusting to?

Ashley Coffman[9:52:01 PM]: We are at different schools but since it's staff development after school, I will be able to attend.

Dawn Shaw[9:52:14 PM]: How will she know the training is successful? Will she collect data, or just see if they use it in their classrooms?

Ashley Coffman[9:53:13 PM]: I think the hardest thing will be the differences between students and adult learners.

Melinda Smith_Woods[9:53:33 PM]: Has she taught adults before?

Ashley Coffman[9:53:42 PM]: Teachers makes the worst students (at least during our staff developments)!

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Melinda Smith_Woods[9:53:51 PM]: Ours too!!

Dawn Shaw[9:54:24 PM]: Agreed! We never listen! Teachers are the hardest group to teach. They always want to play Solitaire. How will she keep them involved?

Ashley Coffman[9:54:24 PM]: Again, I haven't been able to talk with her in detail about it but evaluating their success will definitely be on my list of items to cover.

Ashley Coffman[9:55:05 PM]: And how to keep them engaged and motivated are also on the top of that list.

Dawn Shaw[9:55:26 PM]: So I guess you are going to change both of your goals--geared toward adult?

Ashley Coffman[9:55:53 PM]: Another one of my professional goals is to improve communication skills and develop confidence as a mentor.

Dawn Shaw[9:56:12 PM]: That sounds like the things to work toward --motivation, engagement, success of lesson.

Ashley Coffman[9:56:30 PM]: Just become more fluent in my language, i.e. "think on my feet".

Melinda Smith_Woods[9:56:52 PM]: Communication is very important when working with adults.

Dawn Shaw[9:57:03 PM]: How will you know you have achieved your goals?

Ashley Coffman[9:58:11 PM]: Well, the first goal is easy...if my mentee successfully implements the staff development, then I'll know I was successful.

Ashley Coffman[9:59:10 PM]: The second goal won't be as clear cut. I think through self-evaluation and reflection I will be able to judge my progress.

Dawn Shaw[9:59:30 PM]: Sounds like you have a plan to work toward guiding your mentee. Your questions and guidance will come together as you speak. Good responses. Switch?

Ashley Coffman[9:59:36 PM]: I will also ask my mentee to be candid about my development.

Ashley Coffman[9:59:45 PM]: Okay!

Dawn Shaw[9:59:51 PM]: That is a fantastic idea.

Ashley Coffman[10:00:03 PM]: Who wants to go next?

Coaching Session #2 – Dawn & Ashley as Coaches, **Mindy as Mentee**

Melinda Smith_Woods[10:00:11 PM]: I'll go.

Dawn Shaw[10:00:39 PM]: I guess you guys can question me, unless you want to be next, Mindy. Did you see that bridge collapse in Minneapolis?

Melinda Smith_Woods[10:00:40 PM]: I don't have my goals yet, but I can tell you what my mentee and I have talked about.

Ashley Coffman[10:00:51 PM]: Sounds good.

Dawn Shaw[10:01:12 PM]: Student or teacher lesson?

Ashley Coffman[10:01:15 PM]: My mom called and told me to turn on Fox news...that was horrible.

Melinda Smith_Woods[10:01:37 PM]: We are implementing a new web page k-8 and have to develop the training piece for the teachers.

Melinda Smith_Woods[10:02:14 PM]: I have no goals ready!

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Dawn Shaw[10:02:18 PM]: I guess you will know there was success when those pages are uploaded? Is it a requirement?

Ashley Coffman[10:02:19 PM]: So you are developing it as a team?

Melinda Smith_Woods[10:02:50 PM]: Yes, and we actually taught it for the first time on Monday.

Ashley Coffman[10:03:52 PM]: Is it multiple sessions?

Melinda Smith_Woods[10:03:53 PM]: The teachers are really excited, and have already started to produce some very nice sites.

Melinda Smith_Woods[10:04:04 PM]: Yes the first was the basics.

Ashley Coffman[10:04:17 PM]: Are they using a template or creating it from scratch?

Melinda Smith_Woods[10:04:27 PM]: The other will cover HTML, and some of the modules offered in DNN

Dawn Shaw[10:04:39 PM]: So will this be more like a reference lesson since it is already going on?

Melinda Smith_Woods[10:04:51 PM]: There is a template and a WYSIWG

Ashley Coffman[10:05:01 PM]: So the teachers are creating their teacher website for parents and students?

Ashley Coffman[10:05:14 PM]: What software are you using?

Melinda Smith_Woods[10:05:40 PM]: Well we have to get all k-8 teacher up by the first week of school. Only 50 have gone though it so far.

Melinda Smith_Woods[10:05:52 PM]: DotNetNuke

Ashley Coffman[10:06:03 PM]: Never heard of it.

Melinda Smith_Woods[10:06:08 PM]: It took us a year and a half to find something

Melinda Smith_Woods[10:06:22 PM]: It is cool, and being open source is free!

Dawn Shaw[10:06:29 PM]: How many teachers altogether? Lots of different campuses?

Melinda Smith_Woods[10:06:35 PM]: But we've to hire out the skin development

Dawn Shaw[10:06:49 PM]: I have never heard of it either. What about security features?

Melinda Smith_Woods[10:07:03 PM]: 6 campuses, and 500 teachers?

Ashley Coffman[10:07:09 PM]: I'll have to look into that since it's free!

Melinda Smith_Woods[10:07:13 PM]: Very secure. This is HP!

Ashley Coffman[10:07:21 PM]: Wow, that's quite the staff development!

Dawn Shaw[10:07:45 PM]: Wow! So as you are beginning to teach, you are developing the lessons on the best way to use the software?

Melinda Smith_Woods[10:07:52 PM]: Well once we get it down. All the TIS's will be doing the same thing

Dawn Shaw[10:08:25 PM]: Is that the web site DotNetNuke?

Melinda Smith_Woods[10:08:40 PM]: DotnetNuke.com

Ashley Coffman[10:08:43 PM]: Are you conducting the staff development by school?

Melinda Smith_Woods[10:09:01 PM]: It was a free for all type session

Melinda Smith_Woods[10:09:23 PM]: People signed up for the day, and had a variety of choices.

Dawn Shaw[10:09:30 PM]: Let me see if I have this straight--you and your mentee are training the trainers?

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Melinda Smith_Woods[10:09:36 PM]: Webpage was big because it is a big push next year

Ashley Coffman[10:09:46 PM]: So it's not mandatory?

Melinda Smith_Woods[10:09:55 PM]: Yes. WE will train trainers and teachers

Dawn Shaw[10:10:19 PM]: Will you or your mentee be available for help as needed?

Melinda Smith_Woods[10:10:22 PM]: It will be mandatory. Every teacher will need a page

Melinda Smith_Woods[10:10:51 PM]: The way it worked on Monday was she was teaching and I was troubleshooting.

Dawn Shaw[10:11:15 PM]: Who will be responsible to see that each teacher successfully creates a web?

Melinda Smith_Woods[10:11:25 PM]: I will be available to all trainers as they need me

Ashley Coffman[10:11:26 PM]: It's always nice to co-teach for that reason...keeps everything flowing.

Melinda Smith_Woods[10:11:46 PM]: The TIS at the campus and the administration

Dawn Shaw[10:12:13 PM]: Have you ever used a product called Mimeo? It records your steps as you do them and makes a small video. I just got a hold of one.

Melinda Smith_Woods[10:12:15 PM]: I really helped we had a tone of speed bumps

Ashley Coffman[10:12:36 PM]: Just curious....what type of information will be they required to maintain on their site?

Melinda Smith_Woods[10:12:43 PM]: We bought 4 years ago, and our teachers won't touch them

Dawn Shaw[10:13:07 PM]: You guys are responsible for working out the bumps?

Melinda Smith_Woods[10:13:13 PM]: Contact info. Daily assignments. They will be able to post files as well

Melinda Smith_Woods[10:13:32 PM]: Yes, still very new.

Dawn Shaw[10:13:49 PM]: I know I will have teachers fight. I may keep it for myself! They argue over the doc cameras and projectors.

Ashley Coffman[10:13:58 PM]: I heard our district is requiring teacher websites this year too.

Melinda Smith_Woods[10:14:19 PM]: WE used to use schoolnotes.com, but had too many problems with it

Dawn Shaw[10:14:33 PM]: Mindy--what are your prof goals?

Melinda Smith_Woods[10:14:46 PM]: This will allow us to maintain all our users, and begin to develop an intranet

Dawn Shaw[10:15:04 PM]: Do you have to install anything on server? Sorry-I just thought of that.

Melinda Smith_Woods[10:15:24 PM]: Haven't even considered them, but being there to assist when problems come up may be key

Dawn Shaw[10:15:48 PM]: Good goal.

Melinda Smith_Woods[10:15:55 PM]: No, everything is set up. WE just have to get the teachers going

Ashley Coffman[10:16:35 PM]: Maybe you could have a goal for the initial creation and then another one for facilitating maintenance of the websites.

Melinda Smith_Woods[10:17:38 PM]: That might be good, because that already appears like it will be another full time job.

Ashley Coffman[10:17:49 PM]: I would say so!

Dawn Shaw[10:18:30 PM]: No kidding. Those are great goals. What about those teachers with diverse needs? Like listening skills?

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Melinda Smith_Woods[10:18:54 PM]: WE have handouts, and are hoping to do some podcasting of the skills

Melinda Smith_Woods[10:19:36 PM]: Plus within a grade or team there might be other teachers that can help out as well.

Dawn Shaw[10:20:03 PM]: Will you be tweaking the handouts as you finish the first group?

Melinda Smith_Woods[10:20:12 PM]: We already have.

Melinda Smith_Woods[10:20:24 PM]: We are talking about what to put in the next ones now

Ashley Coffman[10:20:30 PM]: Maybe I missed this....how many groups do you have?

Melinda Smith_Woods[10:20:59 PM]: What do you mean by groups?

Ashley Coffman[10:21:38 PM]: Are you training all the TIS's at once or in different groups?

Melinda Smith_Woods[10:22:04 PM]: In different groups. Teachers are trained by the TIS's

Melinda Smith_Woods[10:22:49 PM]: The next handouts will be for the TIS's on how to set up all the users

Ashley Coffman[10:23:40 PM]: Sounds like great training...very time-consuming!

Melinda Smith_Woods[10:23:52 PM]: Yes VERY!

Dawn Shaw[10:23:55 PM]: Do you have an idea of the number of steps she will have to plan?

Melinda Smith_Woods[10:24:44 PM]: The webmaster is looking into some things for us, so we are hoping to streamline a few of the more tedious tasks

Dawn Shaw[10:25:29 PM]: That will help in developing and implementing the training.

Melinda Smith_Woods[10:25:56 PM]: Yes, we keep telling the teacher things will change as we go

Dawn Shaw[10:26:10 PM]: This sounds as your lesson plan will be open ended and ongoing.

Melinda Smith_Woods[10:26:32 PM]: for now

Ashley Coffman[10:26:48 PM]: Well, I don't have any other questions for you, Mindy.

Dawn Shaw[10:26:56 PM]: me either.

Melinda Smith_Woods[10:26:59 PM]: Switch?

Coaching Session #3 – Mindy & Ashley as Coaches, Dawn as Mentee

Dawn Shaw[10:27:10 PM]: ready.

Melinda Smith_Woods[10:27:32 PM]: Have you talked with you mentee?

Ashley Coffman[10:27:42 PM]: What are you doing?

Dawn Shaw[10:27:50 PM]: briefly and I switched.

Ashley Coffman[10:28:06 PM]: Okay, basically same question as Mindy.

Dawn Shaw[10:28:41 PM]: 8th grade reading/la. I can't do the prof dev because the only person that would do any thing like that is my site super and Connie said I couldn't mentor the tech guys.

Ashley Coffman[10:29:13 PM]: What is the lesson plan?

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Dawn Shaw[10:30:24 PM]: Don't know. But she just now heard of Inspiration and wants to use it and power point. She is going to pick a lesson she already has and incorporate tech into it.

Melinda Smith_Woods[10:30:50 PM]: That will help.

Dawn Shaw[10:30:52 PM]: It is a good thing I have already taught them Inspiration (a few years ago--hope they remember!)

Ashley Coffman[10:31:09 PM]: Inspiration is great for that subject.

Ashley Coffman[10:31:24 PM]: They better remember! :)

Ashley Coffman[10:31:36 PM]: What are some of your professional goals this time around?

Melinda Smith_Woods[10:31:38 PM]: How often des she currently use Inspiration?

Dawn Shaw[10:31:42 PM]: I guess I will know if I am a successful teacher!

Dawn Shaw[10:31:57 PM]: At the workshop.

Dawn Shaw[10:32:26 PM]: She wants me to go over it with her and help her the first lesson of the day.

Ashley Coffman[10:32:42 PM]: Does your mentee use much technology in her classroom at this point?

Melinda Smith_Woods[10:33:43 PM]: What previous experience will the students have had?

Dawn Shaw[10:34:06 PM]: Not a lot. Lab access was a problem sometimes. She did a couple of power points but she remarked that they did not know it very well and I reminded her that from 5th to 8th is a long time without practicing those skills.

Dawn Shaw[10:34:41 PM]: The students she has known had me for 4 years and then they really did not do much for 6th and 7th.

Dawn Shaw[10:35:01 PM]: now not know!

Ashley Coffman[10:35:08 PM]: So this will be a lot different than your last field experience?

Melinda Smith_Woods[10:35:19 PM]: What does she plan to have the students do?

Dawn Shaw[10:35:51 PM]: Yes. She is not quite as comfortable -- but willing. We are not joined at the hip like my previous mentee.

Melinda Smith_Woods[10:36:13 PM]: There is a story there.

Ashley Coffman[10:36:30 PM]: How will you develop her confidence in using technology? Any initial ideas?

Dawn Shaw[10:36:37 PM]: Not quite sure. The Inspiration and possibly a power point in groups. I think she will know when she picks lesson.

Melinda Smith_Woods[10:36:43 PM]: Willing is always a good sign.

Melinda Smith_Woods[10:37:26 PM]: Will groups help to solve the computer issue?

Dawn Shaw[10:37:39 PM]: They are getting new lab so she is excited and was glad that I asked her. My requirement is to co teach somewhat at first. She also wants to know what other software is available.

Dawn Shaw[10:38:09 PM]: No that was a scheduling issue and bad computers that took forever to log onto.

Melinda Smith_Woods[10:38:11 PM]: All good signs. Is she a tech-savvy teacher?

Dawn Shaw[10:38:42 PM]: She came from Macs but seems to have caught on to PCs.

Ashley Coffman[10:39:07 PM]: Do you have any professional goals written yet?

Dawn Shaw[10:40:19 PM]: I am going to keep my same ones. persuading others to develop plans and work on my questioning techniques--especially clarity and elegance. I may put those words in as nested obj.

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Ashley Coffman[10:41:10 PM]: I might steal those from you. :)

Melinda Smith_Woods[10:41:26 PM]: Are they planning the lessons or planning with you?

Dawn Shaw[10:42:29 PM]: Usually with --but I don't know how detailed her plan without tech is and after I see it I may even have another suggestion for software.

Dawn Shaw[10:42:54 PM]: I know she wants to use Inspiration at some time.

Ashley Coffman[10:42:57 PM]: She is adding technology to an existing lesson...right?

Dawn Shaw[10:43:08 PM]: correct.

Melinda Smith_Woods[10:43:59 PM]: spelling and speed my two downfalls

Dawn Shaw[10:44:27 PM]: Use effective coaching strategies that persuade teachers to develop instructional strategies that facilitate their use of technology in core curriculum.

Develop effective questioning techniques and coaching strategies that guide the teacher to reflect upon the focus of the learners in creating lessons for all learners.

Dawn Shaw[10:44:43 PM]: Those are the old goals.

Melinda Smith_Woods[10:44:59 PM]: Those are good. Do you have to change them?

Dawn Shaw[10:45:32 PM]: I am becoming successful on the first. I have done a lot of persuading this summer and the end of last year I got promises from 2 2nd grade teachers.

Ashley Coffman[10:45:32 PM]: Maybe one of your goals could be developing your mentee's confidence and independence using technology in the classroom.

Ashley Coffman[10:45:49 PM]: That was one of mine last field experience.

Dawn Shaw[10:46:29 PM]: That is a good goal. I will add that. I want to keep trying to get more teachers to plan their OWN lessons.

Ashley Coffman[10:46:56 PM]: Right...you're there to show them the light!

Dawn Shaw[10:46:57 PM]: I think I might change the nested obj a little.

Melinda Smith_Woods[10:47:56 PM]: Shining that light can be hard, mine still complain.

Ashley Coffman[10:48:23 PM]: Just like students. :)

Melinda Smith_Woods[10:48:53 PM]: Just with a little more attitude

Dawn Shaw[10:49:02 PM]: I get a lot of "I saw so and so's project. Can you get my kids to do that?" and I have to say "What content would you like to use?" They just stare at me like aren't you going to teach them something?

Ashley Coffman[10:50:00 PM]: The bigger the person, the bigger the attitude.

Dawn Shaw[10:50:35 PM]: If they would just listen at staff development...

Melinda Smith_Woods[10:50:47 PM]: They really do act like they have no clue where technology is concerned

Melinda Smith_Woods[10:51:05 PM]: WE are forcing them to take the lead in the labs

Dawn Shaw[10:51:16 PM]: Don't you just cringe when they come to the lab and do it their way?

Ashley Coffman[10:51:32 PM]: When are you meeting with your mentee to develop target goals?

Melinda Smith_Woods[10:51:34 PM]: Teachers who come w/o planning a computer lesson won't have a TIS there with them

Dawn Shaw[10:51:54 PM]: Searching in the address bar, or navigating through 50 windows when they could have clicked 2x.

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Dawn Shaw[10:52:27 PM]: We are going to meet on Monday --I think, unless she is ready Friday.

Ashley Coffman[10:53:08 PM]: Okay.

Dawn Shaw[10:53:16 PM]: I tried to explain that all we were doing is lesson objectives and add tech later but we need to know what we want to add.

Ashley Coffman[10:53:28 PM]: Mindy, do you have any other questions?

Ashley Coffman[10:53:32 PM]: I'm all out!

Melinda Smith_Woods[10:53:34 PM]: nope