

Quarterly Stepback Agenda

This resource provides goals and a sample agenda for a Quarterly Stepback Meeting.

Curriculum Support Quarterly Stepback Meeting Agenda

Month Day, Year

Meeting Time

Goals:

- Use data to build a shared understanding of the successes and challenges of curriculum support in the last quarter.
- Identify drivers of successes and challenges.
- Identify 2-3 areas of improvement.
- Adjust implementation plan and revisit roles and responsibilities according to areas of improvement.

Agenda:

Time	Session
15 min.	Welcome and Opening <ul style="list-style-type: none">• Goals and agenda review• Review norms for the group• Opening round:<ul style="list-style-type: none">○ What is the most exciting thing you have seen in curriculum support in the last few weeks?○ What are you worried about?
30 min.	Data Review <ul style="list-style-type: none">• Compile and share data from various stakeholder groups including observations, teacher feedback, principal feedback, etc.
25 min.	Synthesize Successes and Challenges <ul style="list-style-type: none">• Discuss and chart the questions below:<ul style="list-style-type: none">○ Based on the data shared and your experiences, what have been the successes in curriculum support over the last quarter?○ Based on the data shared and your experiences, what have been the challenges in curriculum support over the last quarter?
25 min.	Identify Drivers of Trends in Successes and Challenges <ul style="list-style-type: none">• Discuss and chart the questions below:<ul style="list-style-type: none">○ When we look at the areas of success, what was the driver (practices, resources, process, etc.) for each one?

	<ul style="list-style-type: none"> ○ When we look at the areas of challenges, what was the driver (practices, resources, process, etc.) for each one?
15 min.	Prioritizing for Improvement <ul style="list-style-type: none"> • Determine 2-3 most important areas for improvement.
40 min.	Planning for Next Quarter <ul style="list-style-type: none"> • Choose which challenges to focus on in support next quarter. • Review and adjust implementation plan for the next quarter with an eye toward addressing the identified challenges. • Revisit roles and responsibilities.
15 min.	Closing and Reviewing Next Steps