

Figure 7.5: Protocol for Team-Based Research of Best Practice

Steps	Activities	Resources
Meeting 1		
Step 1	Identify the area of study.	
Step 2	Brainstorm a list of subtopics within the area of study that require further investigation. What questions does the team have that require answers? (Note: The team can brainstorm general ideas together and record them during the discussion, or team members can first brainstorm their own ideas on sticky notes and then post them in a central location so they can cluster them into like categories and then name each cluster.)	Sticky notes for individual brainstorming A writing board for clustering and labeling ideas
Step 3	Generate a collective list of criteria that the research the team members will study must meet. A list of sample criteria follows. <ul style="list-style-type: none"> • It uses current research. (If possible, the research should be less than ten years old.) • It is backed by multiple sources. • It is applicable to the target audience and identified needs. • It includes practical ideas for classroom applications. Confirm the criteria that team members should use before they leave the meeting to begin individual research efforts.	A shared document or a public writing space like Google Docs to generate and document conversation
Step 4	Brainstorm a list of potential resources to study.	A shared document or a public writing space like Google Docs to generate and document conversation
Step 5	Bring closure to meeting 1 by doing the following. <ul style="list-style-type: none"> • Divvy up research responsibilities so everyone gathers information. • Establish timelines for conducting the research. • Provide team members with tools needed for recording (see figure 7.6, page 210). Have team members bring annotated findings to the next meeting.	Research-recording templates or online tools

Steps	Activities	Resources
Meeting 2		
Step 1	Identify the various sources that team members studied. Create a list of them.	A shared document or a public writing space like Google Docs to generate and document conversation, or a shared folder in which to place some of the discovered reading materials
Step 2	Share the findings from each source in a round-robin discussion. Share quotes, data, or important information that informs the team's future decision making.	
Step 3	Share specific application ideas. You may find it helpful to transfer specific ideas onto sticky notes so that the team can cluster the ideas into like categories.	Sticky notes A shared document or a public writing space like Google Docs to generate and document conversation
Step 4	Identify any questions or concerns the team still has before launching into next steps. (Note: If the team needs future exploration, it might require additional research and meetings.)	
Step 5	Identify one to three practical next steps the team is willing to take when re-engaging the learners instructionally. Identify tools that the team needs to develop.	
Step 6	Identify indicators for success. How will the team know if the strategies worked? What additional assessment will it use to measure students' learning that resulted from the new strategies?	