

Figure 2.3: Tuning Protocol

When you tune a plan, you have two basic components: a set of equity-driven goals, and activities sequenced in a way that helps your group meet explicit intentions. The objective is to get feedback from colleagues about the degree to which the activities seem likely to help the group foster increased equitable outcomes. The plan is in tune when the goals and activities are in alignment. This is also critical for your new initiative to move into the implementation stage.

Leader's Presentation (fifteen minutes):

- ☐ Description of equity-centered initiative
- ☐ Why you believe this initiative will better support underserved students
- ☐ How the initiative aligns with existing district frameworks, initiatives, and mission
- ☐ Data revealing gaps between student groups that warrant attention
- ☐ The intended impacts on improving curriculum, instruction, and student learning for identified student groups
- ☐ How you will measure those impacts on identified student groups
- ☐ The anticipated timeline from conception to full launch
- ☐ Resources and expertise needed (personnel, training, materials, technology, time) that exist within and outside the system
- ☐ Stakeholder engagement and ample outreach opportunities to connect with historically marginalized groups
- ☐ Regular and accessible communications (including translations, plain language) in multiple formats

Clarifying Questions (three minutes):

- ☐ Clarifying questions pertain to matters that can be answered factually or in a few short words. Save substantive issues for later.
- ☐ The protocol facilitator, not the presenter, is responsible for making sure that clarifying questions are actually clarifying.

Individual Feedback (two minutes):

- ☐ Participants write down *warm* and *cool* feedback to share in the whole-group discussion.
- ☐ They can phrase warm feedback as "I like . . ." or "I appreciate . . ." to show favorable reactions.

They can phrase cool feedback as "I wonder . . ." or "You may consider . . ." to prompt further thinking and discussion.

Group Feedback (fifteen minutes):

- ☐ Participants talk to each other about the presenter's plan (as if the presenter is not in the room, to ensure that their commentary is about the ideas, not the individual), beginning with the ways the plan seems likely to meet the goals, continuing with possible disconnects and problems, and perhaps ending with one or two probing questions for further reflection by the presenter.

Presenter Reaction (five minutes):

- ☐ The presenter talks about what was learned from the team's feedback. This is not a time to defend oneself, but a time to explore further interesting ideas that came out of the feedback section. At any point, the presenter may open the conversation to the entire group (or not).

Next Steps and Debrief (five minutes):

- ☐ The team discusses next steps for the initiative.
- ☐ The facilitator leads an open discussion of this tuning experience.