

Figure 6.3: Monitoring and Evaluating MSCTs

MSCT name (for example, Grade 7 ELA MSCT): _____

MSCT schools represented: _____

MSCT team members: _____

Administrative cohort member completing the tool: _____

Date: _____

Administrative Cohort SMART Goal

Planning

Reflection questions:

1. Which MSCT will be your focus?
2. What is your goal for this MSCT? (Indicate this on the following chart.)
3. Why did you decide to focus on this goal?
4. What and how will you communicate with the MSCT?
5. What do you see as potential hurdles?

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6. What resources will help you? (Indicate this on the following chart.)

7. What leadership responsibilities will help support planning your goal?

MSCT Goal	Action Steps (Ideas for Strengthening This Goal)	Resources Needed (People, Time, Funds, Training, Materials)

Implementation

Reflection questions:

1. Reflect on the goal. What improvements have you seen?

2. What evidence of impact do you observe?

3. What hurdles have you recognized and addressed?

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4. Are there any adjustments you are considering? (Indicate this on the following chart.)

5. What are you communicating to the team regarding celebrations and feedback?

6. What are your next steps?

MSCT Goal	Evidence or Artifacts (Links to Your Evidence or Artifacts)	Adjustments or Refinements

Evaluation

Reflection questions:

1. Based on your evidence, has the MSCT achieved the goal?

2. What contributed to the results?

3. What feedback have you given to support the MSCT in reaching their goal?

4. What actions have MSCT members taken to reach their goal? How have members been active participants?

5. How will you communicate celebrations with the MSCT or encourage them to celebrate their progress?

6. How can you use the growth of this MSCT to educate and share the good work with the administrative cohort, district guiding coalition, school guiding coalition, or other MSCTs?

MSCT Goal	Evidence or Artifacts	Personal Reflection Summary (What You Learned From This Experience)