

Collegial Circle Participation Expectations RVC Teacher Center

What is a collegial circle?

Professional development in the form of a Collegial Circle provides a group of educators (usually 3 - 8) with an opportunity to collaborate with a central focus on developing or enhancing their professional practice. The expectation is that this group of learners will post their outcomes/findings as a district resource for all to benefit from.

This meaningful learning process stems from authentic classroom/school experiences. The collaborative construct provides a learning environment that is flexible to the needs of the participants throughout the process as they work towards a common goal.

Who may apply for a collegial circle?

Any RVCTA member or RVC administrator.

How many participants may be included in a collegial circle?

Collegial circles may contain anywhere from 3 to 8 participants.

How many hours should be included in a collegial circle project?

Collegial circles may range from 4 to 15 hours.

Accreditation (Participants may opt for one of the following options):

- Use collegial circle hours towards their RVC PM requirement and CTLE hours
- Use hours towards earning in-service credits to be used towards salary advancement (**7.5 hours = .5 in-service credit and 15 hours = 1 in-service credit**).

Collegial Circle Frameworks to Choose From (see descriptions in Step #2):

- Action Research
- Literature Study
- Strategy Implementation

Collegial Circle Proposal Process:

- A proposal form must be submitted to RVCTC Director. It will then be presented and reviewed for approval by the RVC Collegial Circle Committee.
- The committee will act upon the proposal approximately one week from the date of submission.
- The committee will either grant approval or require revision and/or clarification. Collegial circle facilitators will be contacted by the committee regarding approval.
- There will be two proposal sessions (**November 15th - For the current school year. April 15th - For the following school year**).

Collegial Circle Work Procedure:

- Each member of a collegial circle is expected to be an active participant regarding all aspects of the group's work.
- Meetings must take place outside of the regular work day in order to receive professional learning credit (dismissal times vary from elementary to secondary).
- Each collegial circle will be approved for a predetermined number of hours. The group may apply to the collegial circle committee for additional hours.
- Membership cannot be changed without first notifying the collegial circle committee.
- Each group should select one facilitator and indicate this on the proposal page. The facilitator is responsible for maintaining all meeting logs, attendance records, and evidence of all work created. If possible, artifacts of student work should be submitted with the final report.

Collegial Circle Work Submission Process

- The facilitator submits the final report packet (current school year by April 30th) . The final packet includes the following components:
 - ❖ The typed final report
 - ❖ Attendance logs
 - ❖ Completed Meeting Logs for each meeting
 - ❖ Samples of strategies and/or techniques used as well as any instructional tools implemented
 - ❖ Data that demonstrates the impact of the group's findings on student learning
 - ❖ Reflection sheet to be completed by each member of the collegial circle
- Final Reports will be reviewed by the RVC Collegial Circle Committee.
- The committee may request clarification or revision before approval is granted.
- The committee may not award credit to staff members who do not meet the attendance requirements.
- Final Reports that are approved will result in professional learning hours awarded to participants in the circle who have met all other requirements.

*All collegial circle paperwork can be found on the district website under both the RVC Teacher Center and Professional Learning Plan sections.