

Florida Mathematics Re-Design Workgroups Milestone & Template Toolkit



Florida Mathematics Re-Design Workgroups – Summary of Milestones

Milestones	Activity	Description	Recommended Completion Date
Milestone 1	Defining the Challenges (Pre-Work)	Administer survey to solicit workgroup feedback on key challenges related to mathematics re-design	Prior to kickoff meeting
Milestone 2	Prioritizing the Challenges	Prioritize the challenges and assign members to huddles	Kickoff meeting September 18, 2018
Milestone 3	Gathering Information	Complete <i>Template for Gathering Information</i>	November 2018
Milestone 4	Linking Challenges and Solutions	Complete <i>Template for Brainstorming Solutions</i>	January 2019
Milestone 5	Prioritizing Solutions	Prioritize solutions through survey	February 2019
Milestone 6	Drafting Recommendations & Best Practices	Complete <i>Template for Recommendations</i> and <i>Template for Best Practices</i>	April 2019
Milestone 7	Share Recommendations & Best Practices	Present findings at one-day institute	June 2019

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Milestone 2: Prioritizing the Challenges

Purpose: This template will help Workgroup Chairs and Staff Liaisons facilitate the workgroup decision-making process of identifying the top (3-5) challenges related to mathematics pathways re-design implementation.

Users: Workgroup Chairs and Staff Liaisons

Suggested Completion Date: Breakout sessions at kickoff meeting on September 18, 2018

Instructions:

1. Workgroup Chairs and Staff Liaisons will share the challenges identified through the survey instrument, ranked in order of frequency from the survey responses (where 1 appears the most frequently in survey responses). The objective of this activity is to educate the participants about the challenges and have a discussion so that participants can exchange thoughts and ask questions. Workgroup chairs will ask participants to consider:
 - Do these challenges seem like they are ranked in the correct order? If not, what order do you think they should be in and why?
 - Are there any factors that may make a particular challenge difficult to implement regardless of its ranking? If so, what criteria may pose a challenge and why?
 - Of the highest ranked issues, are there any you think are not doable and if so, why?
 - Of the lowest ranked issues, are there any you think are doable that we should reconsider?
 - Of the top issues, how many should be mathematics re-design workgroup priorities? (3-5 are the suggested amounts)
2. Assign members to a huddle (small working group) for each challenge. Begin by soliciting volunteers for each huddle. Once the huddles have identified members, ask them to select a Huddle Lead who will be responsible for completing the documents and reporting group progress to the Workgroup Chair.

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Example of Workgroup Structure

