

**Cold Spring Harbor Central School District**

**Professional Development Committee**

**COLLEGIAL CIRCLES/STUDY GROUPS**

*Is there an element of the teaching and learning experience that you would like to explore with colleagues?*

*Do you wish that “you had the time” to learn more about an aspect of your practice but would benefit from some structure?*

*Would you like the opportunity to experiment with an aspect of pedagogy with your students and then report back to your colleagues for feedback and suggestions?*

If you answered yes to any of the above, a faculty collegial circle/study group may be for you!

Collegial Circles/Study Groups provide teachers with structured time for collegial support and study and an opportunity for reflection. Such groups enable teachers to identify needs for professional growth and to satisfy these needs through sharing and group problem solving.

Teachers may form groups of at least five members by agreed upon interests and needs. Topics may include but are not limited to assessment practices, student motivation, differentiated instruction, instructional design, etc.

Each group must submit the accompanying application to the Professional Development Committee for approval. The committee includes teacher representatives from all four buildings, the principals, as well as a parent representative. Each participant will receive a confirmation that the group has been approved.

Groups must meet for a minimum of 7.5 hours (1/2 credit) or 15 hours for one full credit. A facilitator must be selected who will be responsible for maintaining focus, record keeping and notifying group members of meeting dates, etc. The role of the facilitator may be rotated. A log of all sessions will be kept by the facilitator, including dates and times of meetings, attendance, and brief summaries of topics discussed, ideas shared, actions taken, and decisions made.

Resources such as books, videos, and speakers may be funded by the Office of Curriculum and Instruction. Each participant will submit an evaluation reflecting on the process and its impact on student learning. In-service credit will be granted upon completion of this requirement and each participant will receive a certificate of completion from the Professional Development Committee.

**COLLEGIAL CIRCLES/STUDY GROUPS APPLICATION**

**Directions:** The group’s facilitator should complete one application for the group. Separate applications for each member are not necessary. Please send completed applications to the Professional Development Committee c/o Mr. Richard Simon, Assistant Superintendent for Curriculum and Instruction.

**Participants:** Groups should have at least five members and not more than ten.

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

**Statement of Purpose:** Please state the theme, area of instruction, curriculum or professional issues to be examined, and desired outcomes to be achieved:

**Dates:** Please list dates within which this project will be implemented:

**Credit:** Please check number of credits being sought:

\_\_\_\_\_ One in-service credit (15 hours)

\_\_\_\_\_ One/half in-service credit (7.5 hours)

**Resources:** What resources, if any, will your group need? (e.g., books, journals, speakers, etc.)

If you have any questions please contact Mr. Simon at [rsimon@csh.k12.ny.us](mailto:rsimon@csh.k12.ny.us)

**To be filled out by Professional Development Committee:**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_