Upping Your Engagement Game While Leading/Facilitating Online Team Meetings

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Leading & Learning

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2020 OLAC & PBIS Showcase

Who Are We?

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OCALD Universal Design

for Learning Center

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Our Presentation

https://bit.ly/31Olac3Pr



Feel free to download our slides and have them open on your device. LINK:

(bitly is case sensitive)

Padlet <u>http://bit.ly/3OLAC2Pres</u>



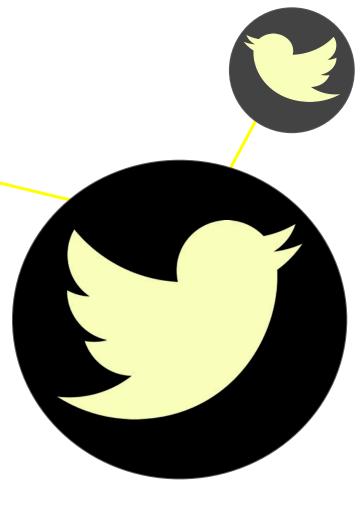


Live Document

https://bit.ly/3OLAC1LivDoc

Twitter

If you want to join the conversation in a back channel feel free to use **#OHUDL**



Goal

To build capacity among educational leaders who are facilitating, or supporting educators who are facilitating online, remote, or virtual team meetings (DLTs, BLTs, TBTs, department meetings, cabinet meetings, etc.)







Participates will be able to discuss online practices that will engage their teams.

Photo by <u>Thomas Park</u> on <u>Unsplash</u>

Four Considerations When Starting Your Meeting

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Clear Goal

Always have a clear goal and double check that everyone understands it.

Mindfulness

Be mindful of your participant variability as you design your meetings. Your intention will shine through so be cognizant of it.



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Be Careful of too Much Sit and Get



Your team can only take so much of your talking. Be sure to mix it up.

Universal Design for Learning

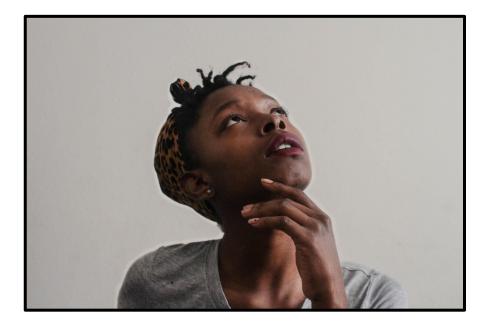
One place you want to check out when you have time.

http://udlguidelines.cast.org/

Universal Design for Learning Guidelines Provide multiple means of Provide multiple means of Provide multiple means of Action & Expression 🔿 Engagement > Representation Affective Networks Recognition Networks Strategic Networks The "WHAT" of learning The "WHY" of learning The "HOW" of learning Provide options for Provide options for Provide options for Recruiting Interest (7) Perception (1) Physical Action (4) O Access Optimize individual choice and autonomy (7.1) Offer ways of customizing the display of Vary the methods for response and information (1.1) > navigation (4.1) > Optimize relevance, value, and authenticity (Offer alternatives for auditory information (1.2) Optimize access to tools and assistive technologies (4.2) > 7.21 > > Minimize threats and distractions (7.3) > Offer alternatives for visual information (1.3) > Provide options for Provide options for Provide options for Sustaining Effort & Persistence (8) Language & Symbols (2) 🕥 Expression & Communication (5) 0 ● Clarify vocabulary and symbols (2.1) > Use multiple media for communication (5.1) > Clarify syntax and structure (2.2) > Heighten salience of goals and objectives (8.1) Use multiple tools for construction and Build composition (5.2) > Support decoding of text, mathematical Vary demands and resources to optimize notation, and symbols (2.3) > Build fluencies with graduated levels of challenge (8.2) > support for practice and performance (5.3) > Promote understanding across languages (2.4) Foster collaboration and community (8.3) > > Increase mastery-oriented feedback (8.4) > Illustrate through multiple media (2.5) > Provide options for Provide options for Provide options for Self Regulation (9) Comprehension (3) Executive Functions (6) Promote expectations and beliefs that Activate or supply background knowledge (3.1) Guide appropriate goal-setting (6.1) > optimize motivation (9.1) > > Support planning and strategy development (Facilitate personal coping skills and strategies Highlight patterns, critical features, big ideas, 6.2) > (9.2) > and relationships (3.2) > Facilitate managing information and Develop self-assessment and reflection (9.3) > Guide information processing and resources (6.3) > visualization (3.3) > Enhance capacity for monitoring progress (6.4) Maximize transfer and generalization (3.4) > Expert Learners who are ... Purposeful & Motivated Resourceful & Knowledgeable Strategic & Goal-Directed

Inadequate Time for Reflection

People need time to reflect and link the information they are receiving to something they already know.



Reflection Time

NORMS: The Non-Negotiable



Norms must be set. Norms are usually best when set by the group. When establishing norms, be sure to think about inherent barriers that may exist.

An Example of Online Norms

- Start with an inclusive activity
- Be kind at all times
- Camera can be on or off
- Microphone on when talking
- Start on time end on time
- Be respectful

- Practice, Rehearse and Repeat
- Careful of body language
- Be a good observer
- Honor pauses
- Minimize Distractions

Checklist

Why a checklist - Removes the energy of always having to think through what is needed.

Once it becomes natural you don't need the checklist anymore.

Live Document Link: https://bit.ly/3OLAC1LivDoc





Photo by Glenn Carstens-Peters on Unsplash

Example Checklist

This <u>checklist</u> is a great document that you can feel free to copy.



Photo by Glenn Carstens-Peters on Unsplash

Checklist for Online Meetings – Version = Continuously Changing

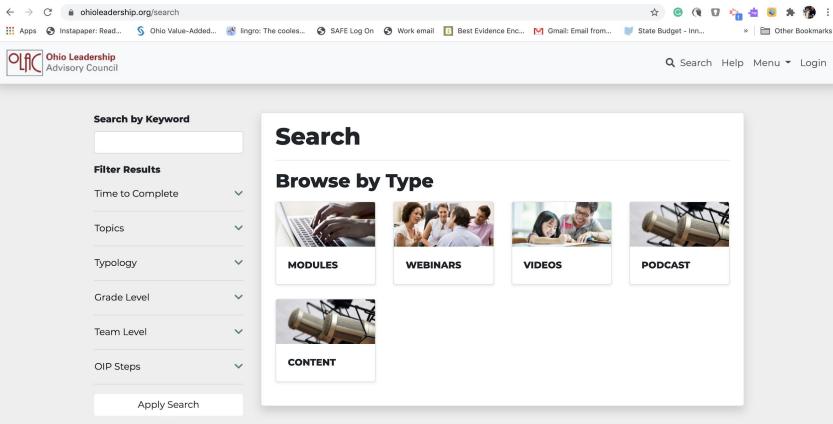
Prior to the day of the meeting:

- Step 1: Nail down the details (establishing goals/purpose of meeting, members to be included.
- Step 2: Send virtual meeting invitations. (anything that can be accomplished through email or assigned before the meeting; reminding participants of the platform being used as well as requesting that they have access to the platform being used)
- Step 3: Send virtual meeting reminders. (include Zoom link again and all details so folks don't have to find their past emails.)
- Step 4: Conduct pre-meeting checks.

On the day of the meeting:

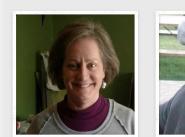
- Close all tabs and programs on your computer.
- Reboot your computer.
- If you are running the meeting from home, unplug your modem for 3 minutes and then plug back into the wall.
- Check your internet speed by typing into Google "Internet Speed Check" This will help you decide if your internet is fast enough to run the meeting efficiently.
- Open-up or have the links readily available for your meeting.
- Know your <u>GOAL</u> and make sure it is visual and read it out loud once in the meeting.
- Log in to Zoom earlier than the start of the meeting.
- Double check sound and camera.
- Put a welcome message in the chat and your clear goal.
- Have music playing so when people log in to Zoom they know their sound is working.

OLAC Makes It Easy To Search For Items



Join one of the best chats on Twitter **#UDLchat** 9PM E/T every 1st and 3rd Wednesday

Chat Archive: http://bit.ly/2L9eChat







Barb Gentille Green Bryan Dean

Kimberly Coy







Mindy Johnson

Ron Rogers

Joni Degner

Upcoming Webinars

December 8, 2020, 3:30–4 p.m. Inclusive Practices That Support Learners with Significant Cognitive Disabilities Register (link to: https://attendee.gotowebinar.com/regist er/1576749559179956751)

Checkout the SMORE for all the webinars this school Year.

https://www.smore.com/s4qhz

Free, Live 30-Minute Webinars

By OCALI in Partnership with Ohio's State Support Teams





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Thank you for your time!

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