

## PLC Observation Standards

- I. PLC Culture
  - A. PLC began on time #beginontime
  - B. PLC ended on time #endontime
  - C. PLC meeting goal was defined and met #metgoals
  - D. PLC agenda prepared ahead of time and followed #prefollow
- II. PLC Teacher Participation
  - A. All team members present #allpresent
  - B. All team members listened respectfully to others #respectful
  - C. Positive attitudes were maintained by all participants #positive
  - D. All team members were prepared with proper materials and study #prepared
  - E. All team members contributed equally to the workload #contributed
  - F. Team members fully support each other's efforts #support
- III. Team Norms and Processes
  - A. Established norms posted #postednorms
  - B. Established norms followed #followednorms
  - C. Decisions made on basis of consensus #consensus
  - D. Issues and concerns candidly and respectfully discussed #issues
  - E. Student achievement data is used to determine goals and make instructional decisions #data
  - F. Each team member is clear on the essential learnings of the course as well as of each unit #essential
  - G. CFAs are prepared #preparecfa
  - H. CFA results discussed #discusscfa
  - I. CFA item analysis #cfaanalysis