

NGEI Mini-Grant Support Structure Overview

Purpose: For teams from CSU Teacher Preparation Programs to investigate a focal process, and produce an initial analysis to share at the Spring 2019 NGEI Convening.

Investigation Process: WestEd will providing coaching support for each team’s investigations into their focal process. Coaching will cover initial inquiries examining data, conducting empathy interviews, and process mapping. Coaching will also support consolidation of learning from these investigations. Over a 3-4 month period, teams will produce analyses of the problem, preparing them to plan subsequent improvement efforts.

WestEd Improvement Support Structure: Each team can expect the following supports:

Online resource/collaboration space (Google Drive)	<ul style="list-style-type: none"> • Resources to inform your investigations • Tools for documenting system investigations
Virtual meetings	<ul style="list-style-type: none"> • For all mini-grant teams, facilitated by WestEd • December 2018: Launch of system investigations • Early January 2019: Tools/processes to support system investigations • March 2019: Preparing for the Spring 2019 NGEI Convening
Coaching calls	<ul style="list-style-type: none"> • Each CSU team can expect 2-3 coaching calls with a WestEd improvement coach. • Improvement coaches will outreach during the first week in December to schedule the first coaching call.
Spring 2019 NGEI Convening	<ul style="list-style-type: none"> • Mini-grant teams will have an opportunity to share investigations • Content experts may be introduced • Potential Fellowship opportunity for up to 4 CSU/District teams

Improvement Team Structure: The team lead and members should all currently work in/around the focal process. Expectations for the roles include:

Team lead	<ul style="list-style-type: none"> • Facilitate the inquiry into the focal process, including the collection of data • Ensure team takes a disciplined approach to improvement, including organizing the team’s work; keeping team meetings focused on learning about the focal process; and documenting the learning.
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| Other team members | <ul style="list-style-type: none">• Support the learning process• Attend and participate in meetings as relevant• Participate in planning and data collection |
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| WestEd improvement coach | <ul style="list-style-type: none">• Teach/coach improvement and team tools/methods• Assist the team to collect, analyze and interpret data |
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| Content expert | <ul style="list-style-type: none">• <i>To engage at or after the Spring 2019 NGEI Convening</i>• Furnish knowledge that would inform testing of changes |
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Assignment for December virtual meeting:

- Pre-Reading: Learning to Improve Chapter 1: Make the Work Problem-Focused and User-Centered
- Consider the roles on your team given the guidance above.

For questions please contact: Jon Dolle (jdolle@wested.org) and/or Melissa White (mwhite@wested.org)