



Region 11 CoP Guidelines for Annual Regional Planning

MN Low Incidence Projects Region 11 CoP groups use the last meeting of the school year to reflect on accomplishments of the school year and set forth regional goals for the CoP for the following school year. Any change in CoP leadership can be noted at that time, and groups can provide input for the meeting calendar for the upcoming school year.

This is the chance for each CoP to determine its own destiny! As CoP members you are all district-level leaders contributing to regional plans to grow and improve services for students in your area of expertise. You have the power and influence over what you consider to be important. Here is a general process to help you make the most of this planning opportunity.

Before the meeting

1. Observe what is happening in your district and workplace in relation to your CoP's purpose.
What **trends, issues, problems, promising practices, or mandates** do you see?

At the meeting

2. Review the previous year's plan
 - a. What progress was made for each goal?
 - b. Were the goals completed? Or not? Why?
 - c. If not, are there goals to carry over into the new school year? Modified or the same?
3. Generate a new annual plan
 - a. Goals can be accomplished by many means--sharing resources within the group, engaging in professional learning from an outside source, creating a resource for the region, gathering data to drive action, etc.
 - b. Brainstorm: What trends, issues, problems, promising practices, or mandates can the group identify? Generate ideas in smaller groups to share with the full group. Postits are useful for this. Groups could place postits on poster paper.
 - c. Identify themes: Group leaders cluster postits into similar themes by group leaders. That way, patterns of needs to be addressed can emerge.
 - d. Write goals: All goals should be applicable to Region 11 needs, measurable, identified by stage of implementation, and the means for accomplishing the goal (see 3A).