



## **QTEL Observation Protocol for Teacher Collaboration Meetings**

1. Topic of the meeting
2. Meeting forum, i.e. room size, audience size, audio/visual equipment, staffing, etc.
3. Estimated number of attendees
4. Length and format of meeting, i.e. demonstration, discussion, workshop, social event, etc.
5. Description of activity content, e.g. unit planning, lesson planning, analysis of student work, social occasion, etc.
6. Description of any QTEL principals discussed, mentioned, or alluded to



7. Description of observed interactions among participants and between participants and coach(es), i.e., coach-whole group, pairs, small groups, etc.
  
8. Impressions of participant responses to the meeting, including verbal and nonverbal communications and level of engagement
  
9. Impressions regarding meeting quality, relevance, and appropriateness
  
10. Announcements regarding upcoming activities or collaborations

**Please collect a copy of any printed information that was made available for teachers during the collaboration meeting.**