Phase 4: Provide Monitoring and Support
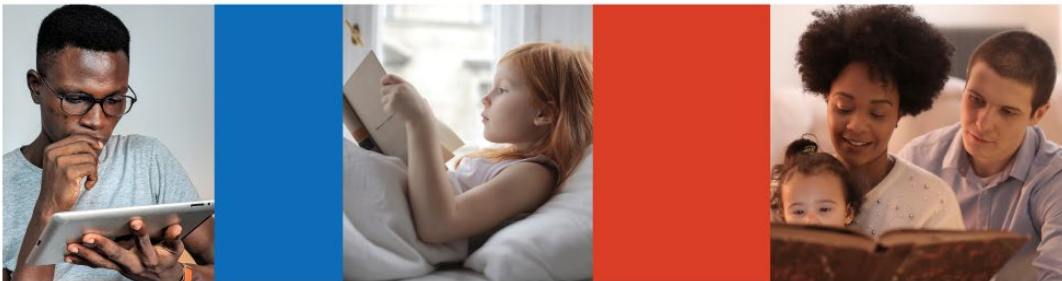
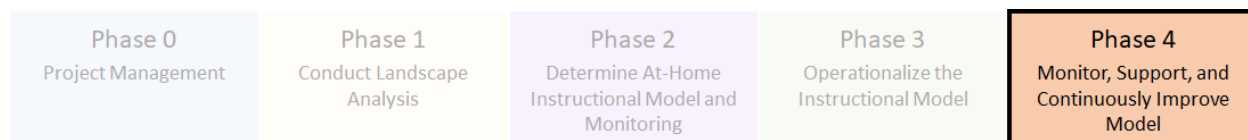**TEA**

Instructional Continuity
Planning Guide

4.5 Continuously Improve the Instructional Model

The information included in this guidance is provided as a resource only.
This information is intended to assist in the delivery of educational resources in this time of public crisis.

Phase 4: Provide Monitoring and Support
Planning Category 4.5: Continuously Improve the Instructional Model

Phase 0	Phase 1	Phase 2	Phase 3	Phase 4
Project Management	Conduct Landscape Analysis	Determine At-Home Instructional Model and Monitoring	Operationalize the Instructional Model	Monitor, Support, and Continuously Improve Model

Planning Category Activities

1. **Develop a process** to collect, categorize, and assess barriers to implementation.

2. **Analyze barriers** to implementation and adjust execution based on findings.

Planning Guidance

Implementing distance learning will be new for many teachers, students, and families. It is important to have a continuous improvement mindset and consider systems for reflecting on the instructional model. One way to do this is to give administrators, teachers, parents, and students an opportunity to reflect and give feedback.

Consider the following methods for gathering feedback—each has advantages and limitations:
- A centralized help center or feedback page
- Virtual meet-ups or conference calls
- Virtual focus groups with administrators, teachers, parents, or students
- Virtual check-ins or surveys

A combination of these tools or methods is recommended to give the district a more accurate depiction of what is working well or could be improved with the instructional model. Also, the district will need to consider the type of data being collected. Example fields include:
- Role (e.g., administrator, teacher, parent, student, community member)
- Campus name
- Grade level
- Course name
- Teacher
- Name
- Email

Once the data is collected, it is important to remember the data is only valuable if it used to make strategic decisions as part of a continuous improvement system.

Suggested Staff Support

- **District:** C&I for teacher meet-ups, setting up focus groups, or analyzing survey data to strategize improvements to the current instructional model
- **Teachers**: create task force of teacher leaders from each campus to support this work
- **IT:** to create or update centralized help center or feedback button or if distributing a survey on a large scale

TEA Resources
Feedback Tools and Methods: district tool to determine appropriate methods and tools to gather feedback from stakeholders

Additional Resources
- Google Teach from Home: remote learning resources compiled by Google; includes feedback section for educators, located at the bottom of page
- University of Texas Center for Community College Student Engagement Focus Group Toolkit: provides a sample focus group guide that could be adapted by districts; provides examples to tailor the focus group discussion based on those present
- Ednovate Virtual School Tips: this charter school network created a virtual school in just three days in response to school closures; their website outlines the process and major learnings

District-Created Examples
Georgetown ISD "Let's Talk" Feedback Page: community engagement page for educators, parents, students, and other community members; depending on the topic, comments are routed to the appropriate district staff member for a response

Find links to all Phase 4 resources on the TEA Instructional Continuity Framework website.