Modified Tuning Protocol

Description

The Tuning Protocol was originally developed as a means for the 5 high schools in the Coalition of Essential School's Exhibitions Project to receive feedback and fine-tune their developing student assessment systems, including exhibitions, portfolios, and design projects.

Participant Roles

(rotate through each role until everyone has had their turn or the session finishes)
1 Person will act as Facilitator
1 Person will act as Secretary and take notes on the warm / cool feedback offered to the presenter
1 Person will be the Presenter
1 Person will act as Timekeeper
Other participants (up to 3) can easily be included but will not have a specific title

Process

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1. Introduction (up to 5 minutes)

Facilitator briefly introduces protocol goals, guidelines, and schedule

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2. Presentation (Max 10 minutes)

The presenter has the opportunity to share both the context for her work and any supporting documents as warranted, while participants are silent.
- Information about the students and/or the class — what the students tend to be like, where they are in school, where they are in the year.
- Focusing question for feedback (ex: How can I create community within my classroom? To what extent does the student work reflect the learning standards? Or, How might the rubric be in closer alignment to the skills and knowledge present in the student work?) is shared and / or posted for all to see.

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3. Clarifying Questions (Max 5 minutes)

- Participants have an opportunity to ask clarifying questions in order to get information that may have been omitted during the presentation and would help them to better understand the work.
- Clarifying questions are matters of fact.
- The facilitator is responsible for making sure that clarifying questions are really clarifying and not warm/cool feedback or suggestions.

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4. Pause to Silently Reflect on Warm and Cool Feedback (2-3 minutes)

- Participants individually review their notes and decide what they would like to contribute to the feedback session.
- Presenter is silent.

Find the original Tuning Protocol and other Protocols at https://schoolreforminitiative.org/

- Participants do this work silently.

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5. Warm and Cool Feedback (Max 15 minutes)

- Participants each share feedback with the presenter while the presenter is silent and the secretary takes notes. The feedback generally begins with a few minutes of warm feedback, moves on to a few minutes of cool feedback (sometimes phrased in the form of reflective questions), and then moves back and forth between warm and cool feedback.
- Warm feedback may include comments about how the background presented seems to align with the desired goals; cool feedback may include possible disconnects, gaps, or problems. Often participants offer ideas or suggestions for strengthening the idea presented, so long as the suggestions are guided by the presenter's goals and question.
- It might be helpful for the facilitator to offer prompts for the feedback, such as: Warm feedback "It seems important …" "Considering the goal, I appreciate…" "I want to make sure to keep…" Cool feedback "I wonder if you have considered …" "One way to more closely align the goal/purpose is …"
- The facilitator may need to remind participants of the presenter's focusing question.
- Presenter is silent, listening in on the conversation and taking notes.

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7. Reflection (3-5 minutes)

- Secretary passes the notes taken on the warm and cool feedback to the Presenter
- Presenter shares her/his new thinking about what she/he learned from the participants' feedback.
- This is not a time for the presenter to defend her/himself, but is instead a time for the presenter to reflect aloud on anything that seemed particularly interesting.
- Other participants are silent and listening
- Facilitator may need to remind participants that once the feedback has been returned to the presenter, there will be no additional feedback offered.

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8. Debrief (3-5 minutes)

- Facilitator leads discussion about this tuning experience.