



4-H 
COMMON
MEASURES

 LESSON
STUDY

Lesson Study

Group Meeting Structure

Recommended Lesson Study group meeting structure

Meeting #1: Introduction to Project and Lesson Study (75-90 minutes)

- **Introduction/Background:** Overview of project; expectations for the project (expectations of lesson study group members; what they will need to follow through to complete project).
- **Introduction/Background:** Overview of lesson study (what it is; what it is not).
 - Rotating roles: chair/scribe/timekeeper
- **Introduction/Background:** Introduce and review formative data collections tools (Plus/Delta for facilitators; Clover Reflection for youth).
- **Introduction/Background:** Brief review of curriculum to be used; plan implementation timeline; plan lesson study group meeting schedule (How many lessons/modules?); agree to meeting dates and locations; set calendars accordingly.
- **Introduction/Background:** Develop Group Norms; examples include:
 - **Communicate clearly and listen carefully – egalitarian discussions are ideal.** Remember: Everyone, regardless of his/her level of experience, can make valuable contributions to the lesson study process.
 - **Shared ownership and responsibility.** Lesson study is a collaborative process that is meant to improve learners' knowledge and skills through a joint effort among educators.
 - **Be youth-focused: Emphasis is on youth learning and development.** Lesson study's focus is on the learning and development of the target audience – 4-H youth. Lesson study focuses on the learners' "ah-ha" moments. Let the data "speak to you" to discover these.
 - **Share your views willingly, but respect the views of others.**
 - **Ask and welcome questions for clarification.**
 - **Be open to new ideas and views.** Change happens!
 - **Honor time commitments; honor time limits.**
 - **Remain on task.**
 - **Other?**
- **Plan Lesson #1:** Identify the lesson; determine strategies to collect formative data (e.g., reflection sheets; curriculum artifacts); discuss teaching strategies.
 - **Note:** No reflection data will be available at the first lesson study group meeting; group members should discuss who their learners are, the context where learning will be happening, and other salient information they may have available to help them plan their first lesson
- **Meeting Wrap-up:** Chair summarizes meeting; scribe will be chair at subsequent meeting; elect a scribe and a timekeeper for subsequent meeting.

General Meeting Structure (60-75 minutes)

- **Agenda:** Develop meeting agenda; reach consensus.
- **Check-in:** Short discussion on previous lesson implementation; allow each lesson study group member to share briefly.
- **Formative Data Review:** *Systematic* review of data sources: a) learner reflections; b) facilitator reflections; c) Other data sources (e.g., other observations; artifacts). Share and compare data; look for trends; look for unique opportunities to improve teaching and learning.
- **Lesson Planning:** Use interpretations of data from previous lesson implementations to plan the next lesson implementation.
 - **Goal:** Improved youth learning through improved practice informed by data-driven decisions!
- **Meeting Wrap-up:** Chair summarizes meeting; scribe will be chair at subsequent meeting; elect a scribe and a timekeeper for subsequent meeting.