**Agenda Outline 2013**

* Course descriptions
* CAIS work
* ICT and Teaching
* Department Guidelines
* Additional Matters

**Meeting Notes**

**Course descriptions for students on the first day to students, Whipplehill and CAIS**

* Content:
  + Description of the Course Content
  + Textbook or main texts
  + List of the units or main topics (Term or the year)
  + Calculation of Term and Year Marks
  + List and brief description of each of the major assignments (Posting maybe and CAIS)
  + Format of exam (Posting maybe and CAIS)
* Posted to Whipplehill by the second week of classes or sooner. (I don’t know if it is still there from last year.)
* Send by email attachment to Alan in the first week of classes

**file name:**

<Teacher Grade Course Document Name>

**CAIS and New School (current work for Department Heads and Teachers)**

* Curriculum mapping
  + Details of each unit: major topics (concepts, content, skills) and assessment details
  + Details of texts used
* Detailed course outlines
* Exams, Christmas and June, as a digital or hard copy to Alan.
* Curriculum documents for individual courses such as unit plans? (CAIS Individual Teacher Documentation Summary(ies))
* Samples of assessments, assignments and unit plans from each course and teacher? (CAIS Individual Teacher Documentation Summary(ies))

**ICT and Teaching**

* What does a flipped classroom look like?
* Where to put resources?
* What types of resources and activities?
* Expectations? One fifth of course content?
* Opportunities, hurdles and barriers ahead using more ICT?

**Formative and Summative Assessment (2012)**

* Value and definition
* Try out some if you wish and future session – experience of math and science departments two years ago. Website and resources - <http://viewsfromthehill.weebly.com/home.html>

**Department Guidelines**

* Turnitin.com
* Late penalties and other matters
* Place of laptops and tablets?
* It is your classroom

**Additional Matters**

**Ancient History**

* Course content
* Text book
* Document analysis
* Exams and assignments, common tasks?

**IB Teaching Ideas**

* Pacing
* Test Banks
* Marking for prediction