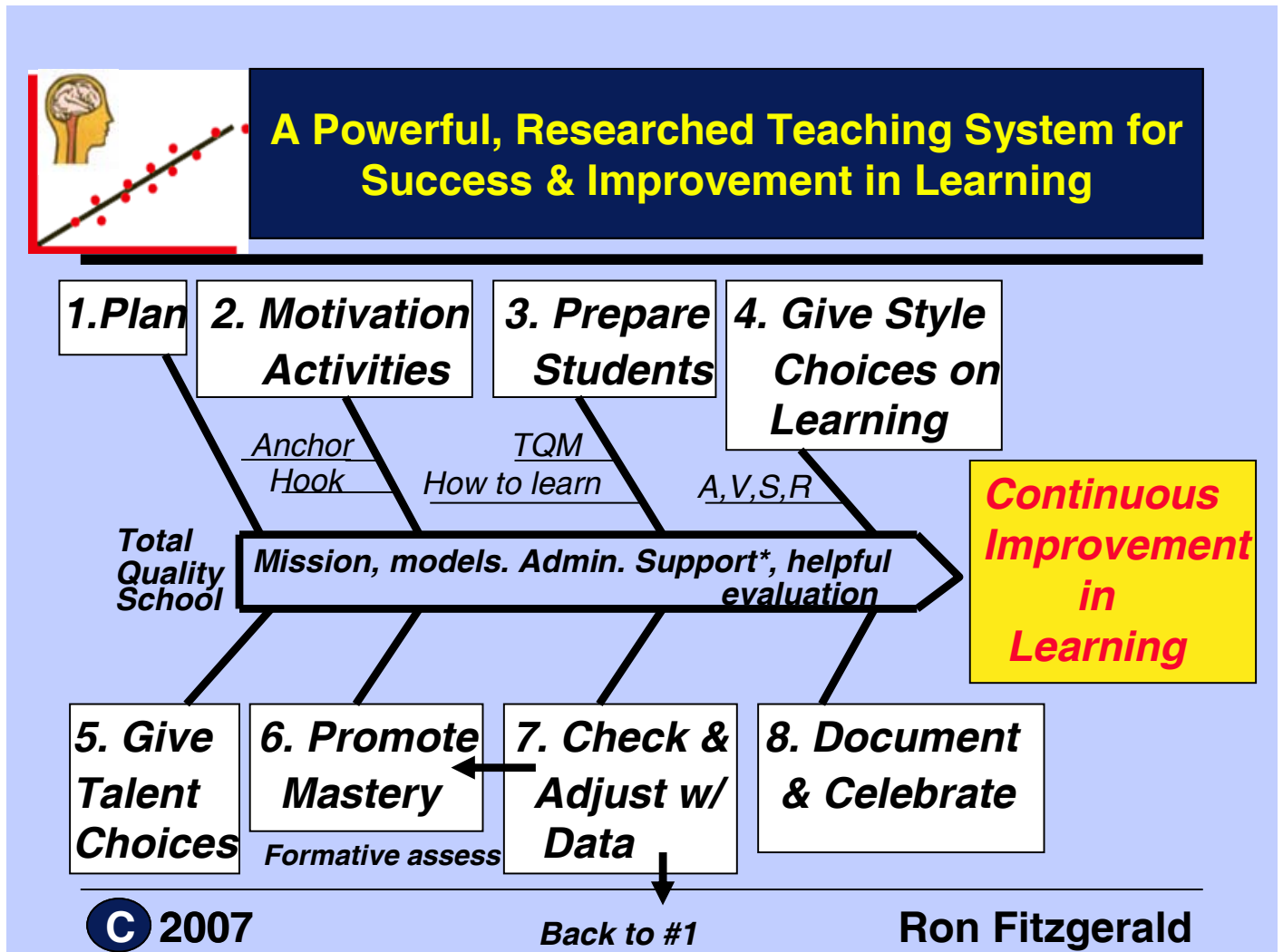


Smart Teaching Tips

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Converting to a Total Quality School

The following graphic outlines a basic teaching SYSTEM in a Total Quality School:



Several school administrators have asked about the process for converting their schools to this total quality model. This issue describes the process used under a consultant service option listed under Topic # 41 on the web site www.SmartTeaching.org. Alternate approaches are also mentioned. However the approach described here is most effective because it focuses on total staff involvement, the right approach to total

Continued.

quality where “total” means everyone is involved.

In this process, a series of full staff workshops and related working meetings with smaller groups are scheduled across a full school year. Remember W. Edward Deming’s observation on quality - - “**It is not instant pudding!**” Here is a sequential outline:

1. WORKING EXPLORATION MEETING with school administrators and teacher leaders to consider the possibility of the project and/or alternative approaches. A “go” or “no-go” decision is then made locally.
2. WORKSHOP ON TOTAL QUALITY MANAGEMENT (TQM) PRINCIPLES applied to education. This is presented to the full staff, often in a 1/2-day in-service program and is again followed by local decision-making.
3. WORKING MEETING to form and implement a TQM Steering Committee.
4. TWO HALF-DAY WORKSHOPS for all teachers, administrators, and most other staff members on a brain-friendly teaching SYSTEM. These are followed by some local decision-making.
5. WORKING MEETING to form and implement a Teaching System Task Force.
6. HALF-DAY WORKSHOP for all professional staff members on Using Data in the Classroom.
7. WORKING MEETING in a hands-on computer lab to train data facilitators selected by the staff.
8. WORKING MEETING with selected leaders on mission, concept models, and student-parent information programs.
9. WORKING MEETING with selected staff members on developing student and parent materials related to the project. This includes preparing TQM course materials for students.
10. WORKSHOP on “Institutionalization” for the full staff, again usually in a 1/2-day in-service session.

The above combination of five full staff workshops and six smaller working meetings illustrates a deliberately high focus on staff involvement that gives a school the most solid start on the process of becoming a high performing Total Quality School. It also emphasizes a focus on the classroom where quality counts the most.

There are alternative processes including the college course approach and a summer workshops approach. However, these less comprehensive alternatives with lower levels of staff involvement are therefore much less effective.

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