

## Hosting a Dana Center workshop: General information

The Charles A. Dana Center offers a small number of workshops to support implementation of mathematics pathways, designed for institutional teams within a state or region. Each workshop has standardized content with some flexibility to customize in terms of changing emphasis and integrating local information. We are not able to create new content on local request.

We work collaboratively with the local host to plan the workshop. To do this effectively, we establish responsibilities up front.

Planning		
Collaborative Decisions	Dana Center Responsibilities	Host Responsibilities
<ul style="list-style-type: none"> <li>Number of participants</li> <li>Date and schedule</li> <li>Customization of content</li> <li>Timeline for milestones</li> </ul>	<ul style="list-style-type: none"> <li>Document and communicate shared decisions.</li> <li>Contract for services if applicable.</li> </ul>	<ul style="list-style-type: none"> <li>Check date against potential local conflicts and needs.</li> <li>Approve contract if applicable.</li> </ul>
Logistics		
Collaborative Decisions	Dana Center Responsibilities	Host Responsibilities
<ul style="list-style-type: none"> <li>Responsible party for workshop registration (there is an extra fee if the Dana Center manages reservations)</li> <li>Responsible party who will send updates on registration on specific dates</li> </ul>	<ul style="list-style-type: none"> <li>Communicate facility needs.</li> <li>Plan and pay for facilitator travel</li> <li>Ship materials to facility.</li> </ul>	<ul style="list-style-type: none"> <li>Cover all meeting costs.</li> <li>Book facilities and provide food as appropriate.</li> <li>Designate a liaison at the facility for the Dana Center.</li> <li>Provide a person to staff a registration desk at the workshop.</li> </ul>
Outreach		
Collaborative Decisions	Dana Center Responsibilities	Host Responsibilities
<ul style="list-style-type: none"> <li>Dana Center will consult on outreach strategies as needed.</li> </ul>	<ul style="list-style-type: none"> <li>Provide informational materials: workshop flyer, summary agenda.</li> </ul>	<ul style="list-style-type: none"> <li>Distribute outreach materials.</li> <li>Recruit participants. The host must guarantee a minimum number of participants by a certain date—these requirements will be set in the planning phase.</li> </ul>

## Designing Mathematics Pathways (DMP) Workshop

### Purpose

This workshop supports institutional teams to begin and/or deepen work to develop and implement math pathways at scale. The workshop is designed for institutional teams within a state or region; it is highly interactive with sessions for team planning. Teams leave with specific action steps to launch new efforts or to further current work.

**Length:** The Dana Center offers the DMP workshop in two formats.

### Option 1: Full Workshop

2-day workshop that covers all of the outcomes listed below. A typical schedule is:

- Day 1: 10:00am–5:00pm; two 15-min breaks; 30-min lunch break; six hours of content
- Day 2: 8:00am–2:00pm; two 15-min breaks; 30-min lunch break; five hours of content
- A 1-hour follow-up webinar is held approximately four weeks later. The purpose of the webinar is to address questions that arise after the workshop and help maintain momentum. Workshop participants may invite colleagues to join the webinar and may use the recording as an ongoing resource.
- Two-day workshop allows the host to organize presentations (up to 60 minutes) by local leaders..

### Option 2: Implementation Workshop

1-day workshop that covers the first three outcomes listed below. A typical schedule is:

- 9:30am–5:00pm; two 15-min breaks; 30-min lunch break; six-and-a-half hours of content
- A 1-hour follow-up webinar is held approximately four weeks later. The purpose of the webinar is to address questions that arise after the workshop and help maintain momentum. Workshop participants may invite colleagues to join the webinar and may use the recording as an ongoing resource.
- One-day workshop allows for up to 30 minutes for the host to organize presentations by local leaders.

### Standard Outcomes

Participants will:

- Identify key issues and activities in the process of implementing math pathways.
- Draft an action plan to implement math pathways at scale.
- Draft a communications plan.
- Define elements of pathways design (acceleration, pedagogy, content, student supports).
- Prioritize action steps related to designing pathways at their institution.

## Customization of Content

The Dana Center will work with the local host to identify content customization within the time constraints of the workshop. Examples of local customization include an emphasis on a particular pathway, integration of state-level information, and presentations from early implementers in the state.

## Participants

Institutional readiness: Institutions, including 2- and 4-year colleges and universities, that send teams to the workshop should be committed to math pathways. Institutions that are starting the planning process or that have already implemented small-scale efforts are likely to benefit from this workshop.

Team composition: We recommend that each institutional team have a minimum of three people, including two math faculty members and an administrator. Larger teams are welcome at the discretion of the host and within the capacity of the facility.

Participant numbers: The minimum number of participants is 20. The Dana Center will work with the host to determine the maximum. In general, we recommend limiting the number of participants to 45 in one room. The Dana Center can run parallel sessions in multiple rooms for large groups. We can also conduct the workshop with larger groups in a single room if this is the only option available.

## Facilities

The workshop requires the following facilities:

- Round tables that allow teams to sit together. Teams may share tables if necessary.
- Projector and screen
- Mobile microphones: preference is for one or two lavalieres and two handhelds.
- Permission to tape chart paper to walls
- Internet access is preferred. Need advance notice if it is not available.

## Materials Supplied by Host

- Nametags
- Table tents with team names
- 3x3 post-in notepads, 1-2 per table
- Chart paper and easel, 1 per room

## Scheduling a Workshop

We recommend that hosts contact the Dana Center to schedule a workshop at least three months in advance. Chances of getting your first choice of dates are better if you schedule the event earlier. The period between September to early November tends to book quickly.