



Extending Faculty Discussions

As administrators look for additional ways to implement Swivl into their daily practice, recording their faculty meetings is a simple, yet useful practice that will benefit all staff. Recording the faculty meeting provides a historical record that can be used at future meetings for verification of decisions, and as a reminder of past events and actions. It's also useful for people who were not invited or able to attend the meeting. By implementing this practice, admin will improve focus and engagement in the meeting; get new staff up to speed quickly; understand problems and how solutions were determined; and discover teachable moments to build a culture of transparency.



ESTIMATED TIME 45–60 min.



BEST FOR Teacher Collaboration



LEVEL Elementary, Middle School, High School

GET STARTED

- Set up **Swivl Robot and the Teams by Swivl app**
- Strategically place secondary markers around room to pick up participant audio

DIRECTIONS

- ① Record faculty meeting.
- ② Upload faculty meeting to Teams by Swivl.
- ③ Share recording to faculty group.
- ④ Leave timestamps with questions to prompt faculty discussion on certain topics, school/district wide initiatives (Optional: Use the bookmarking feature during the recording to highlight important topics, questions, announcements, etc).
- ⑤ Discuss outcomes at next meeting and revise as necessary.

STRATEGY ALTERNATIVES

Professional Development, Administration (Principals and Assistant Principals) Meetings