

## LOGISTICS DISCUSSION GUIDE

### Part 1: Workshop

*We strongly recommend holding an initial intensive workshop of at least three days in length. This is required for new MTCs that are receiving seed funding.*

- 1) When and where will the workshop take place? You will need to decide this in conjunction with your Circle Mentor, who will help with the first two days of your workshop.
- 2) Develop a first draft of the schedule for your workshop. It is expected that most of each day will be devoted to mathematics, but you should also consider other ways in which your MTC might support teachers' needs.

### Part 2: Academic-Year Meetings

*Most groups hold 6 to 8 meetings each academic year. They are typically 2-3 hours long and include a meal.*

- 1) Make a tentative schedule for when and where your meetings will take place this coming year.
- 2) Describe the structure of a typical meeting for your Math Teachers' Circle. It is expected that 1.5 to 2 hours of each session be devoted to doing mathematics, but you should also consider how else your MTC might support teachers' needs.

### Part 3: Online Presence

*We recommend that all MTCs have at least a website and an email list.*

- 1) Where will your website be hosted? Who will create it? Who will maintain it?
- 2) How will you set up and manage your email list? Will your email list also have discussion group capabilities (e.g., *Google Group*, *LISTSERV*)? If not, will you also have a separate email/online discussion group?
- 3) Will you have a Facebook page or other social media presence?

### Part 4: Administration

*Tasks to consider include coordinating arrangements with math session leaders, managing your MTC's online presence, meals/food, materials and supplies, teacher credits, data tracking (e.g., participation, basic surveys), and finances (e.g., honoraria, reimbursements).*

How will you handle the administration of your MTC? Note that dividing up tasks among your team is a possible solution, but we recommend investigating other options such as a departmental

staff person, a student worker, or a community volunteer (e.g., an AAUW member, a retired teacher, etc.).

### **Conference Call Preparation**

For your conference call with the MTC Network staff, please be ready to share:

- Dates, location, and draft schedule for your workshop
- Dates and location for your academic-year meetings
- Your plan for your MTC's online presence
- Your plan for the administration of your MTC