



## Teacher Learning Co-op (TLC) FAQs

The Teacher Learning Co-op is a professional development initiative of the Ontario Teachers' Federation funded by the Ontario Ministry of Education. TLC provides an opportunity for teachers to become involved in collaborative learning, research and leadership with a focus in the areas of Technology and/or Mathematics. All projects are developed through an inquiry approach and culminate in a resource/product/presentation that can be shared with other teachers in Ontario. TLC will consist of 60 teams of up to four teachers who will collaboratively develop a project based on their own assessment of their professional learning needs for enhancing their teaching practice using Technology or Mathematics.

### How are the TLC teams created?

Teachers choose the people with whom they wish to work. The TLC team leader takes the initiative to seek out others who might share a similar interest, works effectively with others and brings diversity of perspective to the question(s) at hand.

The TLC team members can be from the same school/department or from various schools/boards. The TLC team should collaborate to complete the application form and the budget proposal which can be found on the OTF website ([www.otffeo.on.ca](http://www.otffeo.on.ca)).

### What is the deadline for applying?

The proposal application and budget are due on or before Monday, September 22, 2014.

### What is the budget for each TLC project?

Each TLC team must submit a proposed budget with their application. The budget must not exceed \$4,000 per team.

This money can be used for release time, professional development, resources, materials or any other reasonable, related expenses which the team deems appropriate. The proposed budget must show the amounts of money to be expended and the purpose for the expenditures. The proposed budget form (which follows the application form on the OTF website) will guide you in preparing the budget.

### How will the TLC teams be chosen?

A Steering Committee made up of representatives from OTF and the participating Affiliates will consider all submitted applications in late September 2014. The Steering Committee will make decisions based on the quality of the proposal, the relevance to current priorities in Technology or Mathematics Education and the prospects for effective positive change in teaching techniques and student learning. The Steering Committee will also consider representation of several demographic variables in order to finalize selection.

### How will we know if our project is selected?

Successful teams will be notified no later than October 15, 2014 that their projects have been approved.

### How will the money be allocated?

The Steering Committee will determine the amount of money to be allocated to each TLC team on the basis of the budget submitted in the application. The maximum budget allocation granted will be \$4,000 per team. The first payment of approximately 60% will be paid shortly after the Steering Committee has approved the TLC team project. After satisfactory completion of the TLC team's interim report (due on or before Friday, January 16, 2015), the second installment of 30% of the funding will be paid. The final 10% will be paid when the project is completed and the final report is submitted to OTF on or before Monday, May 11, 2015.

### Are there any planned meetings for all of the TLC teams to come together?

No. It will be up to you to arrange times, dates and locations to meet as a team. You have the flexibility to arrange meetings as they suit your purposes. OTF will provide support for any concerns and questions you may have through this email account: [tlc@otffeo.on.ca](mailto:tlc@otffeo.on.ca).

If you are meeting face-to-face, then you will need to arrange release time for each team member. Since the budget is limited, teams can interact through means that are cost efficient, such as teleconferencing and online communication. Use of free software such as SKYPE and Dropbox or others which may be available through your Board (eg. Adobe Connect or Elluminate!) may also allow for additional meetings at little cost.

Ongoing communication and sharing is essential to the process of collaborative inquiry and OTF encourages the use of release time to accommodate busy teacher schedules to allow this to happen. It is up to the TLC team to determine frequency and duration of such meetings as may be possible within the budget provided.

It will be up to the TLC team to determine this. Each Board has its own practice and it will be necessary for the TLC team to become familiar with the requirements for accessing release time at the local level.

Sometimes the Board may require official requests for release time to come directly from OTF. This can be arranged specifically for each team or team member by completing our Request for Release Time Form which will be made available to TLC team members.

It is always a good idea to inform the school administration from the start of your involvement in such a project. This will help to ensure co-operation and support at the school level for the teachers who are on a TLC team.

### Are there any reporting requirements?

Yes. Each TLC team is expected to provide a short interim report by January 16, 2015, telling us how your project is progressing. You are also expected to provide a final report by May 11, 2015, with some reflections on how the project went and what you have learned. These reports will not be onerous for you, and neither of them will be longer than a page or two. A reporting template for each of the reports will be provided by OTF ahead of time.



IMPORTANT DATES FOR THE TLC PROGRAM	
<b>September 22, 2014</b>	Proposal Applications due through email to <a href="mailto:tlc@otffeo.on.ca">tlc@otffeo.on.ca</a>
<b>Late September 2014</b>	Steering Committee begins to consider TLC Proposals
<b>October 15, 2014</b>	Successful applicants are informed – first funding allocation
<b>January 16, 2015</b>	Interim Report due – second funding allocation
<b>May 11, 2015</b>	Final Report due – final funding allocation