**Sample CFA Cycle Using 2013-14 Collaboration Dates**

Four Types of Course Team Meeting during a CFA Cycle

* Planning
* Data Review
* Responsive Teaching Discussion
* Reflection and Transition

**Sample Course Team Calendar: First Quarter 2013**

8/26 – 9/4

* Instruction linked to core targets

8/28

* **Step 1: Course Team Planning Meeting**

9/4

* **Step 1: Course Team Planning Meeting**

9/5-17

* **Step 2: Administer the Common Formative Assessment**
* Review Data Individually
  + Prepare Data for Sharing

9/18

* **Step 3: Course Team Data Review Meeting**
  + Data Review (Utilize Data Review Protocols on Course Team Wiki)

9/18-?

* **Step 4: Responsive Teaching** 
  + Reteach
  + Reassess

10/2

* **Step 4: Course Team Meeting – Discuss Responsive Teaching** 
  + Discuss and Share Previous Reteaching and Reassessing Strategies

10/16-17

* Course Team Meeting – CFA Cycle Reflection and Transition
  + Reflect on Previous CFA Cycle
  + Discuss transition to the next CFA Cycle