

# Short-Cycle Wins and Feedback Loop Protocol

## PURPOSE

To support school leaders in launching, monitoring, and refining short-cycle instructional improvements that build momentum and deepen adoption through continuous feedback.

## PROTOCOL OVERVIEW

| Component       | Description  |
|-----------------|--|
| Goal            | Establish a high-leverage instructional practice that can show measurable improvement within 1–3 weeks.  |
| Cycle Duration  | 10–15 instructional days (approx. 2–3 weeks).  |
| Focus           | One clearly defined, evidence-based practice (e.g., checks for understanding, academic discourse moves). |
| Feedback Method | Weekly PLC huddles or digital reflection tool (e.g., Google form) using a simple 3-question format.      |
| Celebration     | Public recognition of progress (e.g., shout-outs, data walls, newsletters).                              |
| Cycle Review    | Leadership team synthesizes data, identifies patterns, and adjusts supports accordingly.                 |

## STEP-BY-STEP GUIDE TO IMPLEMENTATION

### Identify the Focus Practice

Use walkthrough data, coaching observations, or student outcomes to select one instructional routine tied to a schoolwide goal. Example:

Implementing an “I Notice, I Wonder” routine to increase access to grade-level content and academic discourse. Students document observations, generate questions, and engage in structured partner talk to deepen analysis and build on peers’ thinking.

### **Define What “Success” Looks Like**

Co-construct clear success criteria with teachers (e.g., “100% of the observed students participated in the “I notice, I wonder” instructional routine”). Create a short implementation guide or video model if needed.

### **Launch the Cycle**

- Set a 10–15-day window. Kick off during a staff meeting or Professional Learning Community (PLC) with clear expectations and tools.
- Assign leadership team roles.

### **Establish the Feedback Loop**

In Weekly PLC Huddles, use a consistent 3-question protocol:

1. What did you try?
2. What did you notice?
3. What will you adjust?

Collect insights via shared notes, exit slips, or digital forms. The leadership team conducts a rapid data review, makes adjustments, and provides support.

### **Celebrate and Share Wins**

Use multiple platforms (verbal shout-outs, bulletin boards, newsletters) to name and celebrate bright spots publicly. Share quick stories or quotes from teachers or students.

## **Reflect and Scale**

Debrief with the leadership team: What went well? What barriers emerged? What support is needed for the next cycle? Decide whether to extend, scale, or shift focus based on readiness and results.

## **Leadership Considerations**

- **Start Small:** Select one grade band or content area to pilot the protocol before scaling.
- **Protect Time:** Embed reflection into existing PLCs rather than adding new meetings.
- **Model Vulnerability:** Have instructional leaders share their own reflections or missteps during the cycle.
- **Anchor in the Flywheel:** Connect each cycle to prior wins and future phases, helping staff see the cumulative impact.