



The Tuning Protocol

Purpose: The Tuning Protocol provides clear norms and processes for critique and conversation, creating a non-threatening environment for discussing professional work. The purpose of “tuning” is to give both warm and cool feedback for “works in progress.” It can be used by anyone involved in a meeting or in any form of collaborative work.

Time: Approx. 25 minutes

Roles: Facilitator
Presenter(s)
Feedback Team

5 minutes

Presentation of Work

Presenter shares the context for the student work, samples, goals, and focusing question(s), for the feedback team. Feedback team is silent at this time.

2-3 minutes

Clarifying Questions

Participants ask questions eliciting more information that they need. Questions should be short. This is not a time to start giving feedback.

3-4 minutes

Reflection Time (in writing)

Feedback team reflects in writing their thinking and input.

7-9 minutes

Feedback

Feedback team shares feedback, and presenter is silent (taking notes). Feedback team should focus on questions(s) provided by presenter.

2-3 minutes

Presenter Reflects

Presenter reflects on feedback received.

2 minutes

Debrief

The group critiques the experience: What was helpful? What wasn't? What did we learn? What might be done differently?