

Math Teachers' Circle Training Workshop Application

WORKSHOP ANNOUNCEMENT

The Mathematical Association of America (MAA) and the American Institute of Mathematics (AIM) announce a Math Teachers' Circle training workshop to be held June 18-22, 2018, at the MAA's Carriage House in Washington, D.C.

Math Teachers' Circles (MTC, www.mathteacherscircle.org) are professional communities of K-12 teachers and mathematicians who meet regularly to do mathematics together. The goals are to support teachers as mathematicians, connect mathematics professors with K-12 education, and build a K-20 community of mathematics professionals committed to improving mathematics education for all students.

This workshop is specifically designed for leadership teams of K-12 and higher-education mathematics professionals who are starting MTCs for teachers who work primarily with students from groups traditionally underrepresented in mathematics. In addition to initiating Math Teachers' Circles, participants will learn about models that coordinate Circles for teachers with Circles for students to provide additional opportunities for both in-school and out-of-school learning in mathematics. During the workshop, teams will engage in Math Teachers' Circle sessions and also spend time planning their own Circle, including recruitment, logistics, and fundraising for long-term sustainability. In addition, participants will hear from leaders of active Circles to gain insight into the ways in which leaders successfully carry out their work.

Accepted teams will receive full funding for their participation in the workshop, as well as small seed grants to help begin their Circle.

APPLICATION GUIDELINES

To be eligible for the workshop, a Math Teachers' Circle must have:

- A **leadership team** of two K-12 mathematics teachers or teacher leaders, and two higher-education mathematics professionals;
- A **host institution** committed to supporting your Circle;
- A **letter of commitment** from your host institution. A sample letter of commitment is provided at the end of this application form.

Please also note that workshop participation is restricted to teams whose applications provide evidence that the teachers who will be Circle members primarily work with student populations who are underrepresented in mathematics. Selection criteria will include strength of the leadership team, level of commitment from the host institution, and anticipated effectiveness in recruiting the target populations into mathematics.

FAQ

What is a Math Teachers' Circle (MTC)? Math Teachers' Circles are groups of K-12 teachers and mathematicians who meet regularly to work on rich math problems. The goals are to engage teachers in actively doing and discussing mathematics, and to build a community of mathematics professionals dedicated to improving education for all students.

Who is on a leadership team? A leadership team consists of at least two K-12 mathematics teachers or teacher leaders (e.g., classroom teachers, math coaches, math specialists, and/or district-level staff), and two higher-education mathematics professionals (e.g., professors of mathematics, mathematics education, or another highly mathematical field who teach at an institution of higher education, including community colleges).

What is a host institution? A host institution provides a permanent "home" for a MTC. Examples of potential host institutions include higher-education mathematics departments, campus-wide STEM centers, schools or school districts, research institutes, community centers, churches, county offices of education, professional development centers that serve several school districts, or some combination of these institutions.

What commitment is required to host a MTC? At minimum, a host institution must commit to providing space for the MTC's meetings, which typically take place 6 to 8 times per year. If the host institution is associated with an institution of higher education, the host institution must also commit to encouraging higher-education faculty members to lead sessions for the MTC.

Do you have a sample letter of commitment? Yes, a letter template is provided at the end of this application form.

SECTION ONE: CONTACT INFORMATION

The following section should not exceed 1 page in total.

1. Proposed location of Math Teachers' Circle
2. Host Institution
3. Leadership Team
 - a. Names
 - b. Institutional Affiliations
 - c. E-mail Addresses
 - d. Primary Contact Mailing Address and Phone Number

SECTION TWO: PROJECT INFORMATION

The following section should not exceed 2 pages in total.

1. Describe your goals in starting a Math Teachers' Circle, and how you believe it will benefit your community. Please indicate what grade levels of teachers you imagine participating in your MTC. Please also describe the student population(s) traditionally underrepresented in mathematics that will be served by teachers who participate in your MTC.
2. Tell us about any planning you have already done toward beginning your MTC, and/or any collaborations you have developed or past experiences that you believe will be helpful as you start your MTC. Examples of relevant experience include (but are not limited to!) experience working as curriculum specialists, teaching in teacher preparation programs, facilitating professional development, and/or leading extracurricular math activities such as math clubs for students. We'd also like to hear about any previous mathematical collaborations that involve both K-12 and higher education, or that involve both mathematics and education faculty at an institution of higher education.

SECTION THREE: LETTER OF COMMITMENT

The following section should not exceed 1 page in total. Below is an example letter of commitment from a math department chair that you may use as a template for your letter.

Dear Math Teachers' Circle Network,

As the chair of the Department of Mathematics at XYZ College, I am pleased to commit our department to hosting the ABC Math Teachers' Circle. We will provide meeting space for 6 to 8 Math Teachers' Circle meetings each academic year, and, if requested, we will also do our best to provide meeting space for summer workshops. Faculty will be encouraged to visit and lead sessions of the Math Teachers' Circle. Their involvement will be documented as part of their professional service to the department and college and as a positive contribution to the department's outreach efforts.

[OPTIONAL] In addition to meeting space and faculty participation, our department is pleased to be able to offer the new Math Teachers' Circle the following [PLEASE INCLUDE ANY THAT APPLY]:

- *Web space to host the MTC's website
- *Meals and refreshments for meetings
- *Copies and office supplies
- *Staff support or a student worker to help with administrative duties for the MTC. Expected time commitment is approximately 10 hours per meeting.
- *[LIST ANY OTHER SUPPORT WE ARE ABLE TO OFFER]

I look forward to working with the leadership team of the ABC Math Teachers' Circle and to contributing to its long-term success by hosting it in our department.

Sincerely,