**Option 1: Protocol for Examining Data**

Developed from National School Reform Faculty Materials

**Purpose:**This protocol is for use in guiding a group through analysis of data to identify strengths and problems of practice.

**Materials:** Copies of data for team members. Highlighters.

**Getting Started- Overview of Data** (3 minutes)

The facilitator reminds the group of the norms, assigns roles (recorder, timekeeper) and explains the protocol. The facilitator gives a brief description of the particular data to be discussed and answers clarifying questions as necessary.

**Step 1**: What parts of this data catch your attention? Just the facts. (8 minutes: 2 minutes silently writing individual observations, 6 minutes discussing as a group)

**Step 2**: What does the data tell us? What does the data NOT tell us? (10 minutes: 3 minutes silently making notes, 7 minutes discussing as a group) Make inferences about the data. The facilitator encourages team members to support their statements with evidence from the data.

**Step 3**: What good news is there to celebrate? ( 5 minutes to identify strengths) The facilitator asks the group to look for indications of success in the data.

**Step 4**: What are the problems of practice suggested by the data? (10 minutes: 3 minutes silently writing individual ideas for practice, 7 minutes for group discussion) The facilitator helps the group narrow the focus of the problems of practice.

**Step 5**: What are our key conclusions? What recommendations does the team have for addressing the problems of practice? This is the action phase of the data analysis. The group will design an action plan for next steps to be recorded in the minutes.

**Option 2: DATA MEETING PROTOCOL**

PRIOR TO THE MEETING

* Data: teachers have up-to-date data and have had time to review for discussion (Classroom Data Analysis Forms are attached)
* Tools: you will need a flipchart or whiteboard to record ideas; markers; and “parking lot” for off-agenda ideas
* Agenda: distribute in advance

INTRODUCTION (2 minutes)

* Review the purpose or goal for the meeting
* Review the norms
* Review agenda
* Facilitator commits to staying to the agenda: any off-topic ideas will be placed on the Parking Lot chart to be discussed at the end of the meeting or at a later date

SHARING IDEAS (5 minutes)

* Record these ideas where everyone can see them
* Members share successes – you may wish to use Classroom Data Analysis form
* Members identify areas where students were most improved

CHALLENGES (5 minutes)

* Record these ideas where everyone can see them
* Determine areas of highest nee – you may wish to use Classroom Data Analysis form
* Identify any common areas of need between classrooms

PROPOSED SOLUTIONS (10 minutes)

* Record these ideas where everyone can see them
* Brainstorm possible solutions for challenges
* State each possible solution as a concrete, doable intervention

ACTION PLAN (10 minutes)

* Examine successful strategies from SHARING IDEAS and ideas from PROPOSED SOLUTIONS
* Select one strategy that everyone will work on between now and the next meeting
* Articulate a goal for the team
* Record the Focus Goal/SMART Goal where everyone can see

CLOSING THE MEETING (5 minutes)

* Note what went well and what was difficult during the meeting: how well did the team do based on agreed norms and goals of the meeting?
* Complete the Meeting Summary Form I

**MEETING SUMMARY FORM I**

Meeting name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Participants:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What was the intended goal of this meeting?

2. What were our successes?

3. What did we learn?

4. What is our next goal?

5. What is the focus of our next meeting?

6. Our next meeting will be:

a. Date:

b. Time:

c. Location:

d. Facilitator: