National Study of Education Data Systems and Decision Making

Other Data Use Meeting Protocol

Observer(s):
Date of observation:
Length of observation:

Details about the Meeting

Name of meeting:
Meeting focus:
Length of the meeting:
Frequency this type of meeting is held (e.g. once a month, 2-3 times a year):
Participants (number and position(s):
Meeting leader (indicate school role):

Meeting Notes

Take notes on the meeting activities and discussion. Where possible, capture any particularly revealing quotes and the position of the person speaking (e.g. teacher, technology coordinator). As soon after the meeting as possible, answer the questions below, based on your notes and memory:

- What is the purpose or focus of the meeting?

- Does the meeting appear to be one of a series of similar meetings, a one-time event, or "staged" for the site visit?

- What types of data are discussed?

- Where did the data come from and which student groups does it pertain to?

- What, if any, questions do teachers express concerning how to access data?

- What, if any, questions do teachers have about data interpretation?

- What, if any, actions are proposed based on data?

- What, if any, insights does the group gain as a result of looking at data together?

- Do teachers question the relevance, validity, or reliability of the data? [IF SO] Please describe.

- Do teachers describe their instructional challenge in terms of certain demographic groups (e.g., boys or ELL or African American students) . . .

    o At the beginning of the meeting?

o   After looking at data?

*[IF THERE IS A CHANGE IN THIS RESPECT, PLEASE DESCRIBE.
INDICATE WHETHER POTENTIAL APPROACHES TO IDENITIFIED
PROBLEMS ARE PROPOSED FOR STUDENTS ON THE BASIS OF
DEMOGRAPHIC CHARACTERISTICS, PRIOR EDUCATIONAL
EXPERIENCES, OR CURRENT ACADEMIC PERFORMANCE]*

Artifacts Collected

List here any artifacts or information collected from the meeting, for example:

- Agenda
- Activities
- Professional development materials
- Printouts of student data (with names or other identifying information removed)