

Tool 51

Final Report Workshop Agenda

Note: This example is based on a workshop with 40 participants discussing a review for which nine effectiveness indicators were selected. Ideally, this workshop is scheduled for 6 hours.

- 1. Team leader delivers overview of report**
- 2. Form five small groups of eight each** *(One group is assigned the “Conclusions and Recommendations” section of the report and one effectiveness indicator. The other four groups are assigned two effectiveness indicators each.)*

Small-group instructions:

- Describe the effectiveness indicator.
- Describe the characteristics.
- Describe the written commentary.
- Report out to large group and facilitate discussion.

- 3. Small groups review components of the data packet**

Group 1. State Assessment Data Highlights

- All students
- Low-income students

Group 2. State Assessment Data Highlights

- Disaggregated by ethnicity
- Disaggregated by program

Group 3. Comparable Schools Data

- Comparable criteria
- Identification of comparison schools
- Student achievement data

Group 4. Survey Data

- Teacher/administrator survey
- Classified staff survey
- Student survey
- Parent survey

Group 5. Student Work Analysis

- Taxonomic analysis: cognitive demand
- Level of rigor
- Results
- Summarize as a small group.

- Report out to large group.

4. Large-group discussion

- Do the recommendations support the research and the data?
- Should the recommendations be revised in any way?
- Prioritize the recommendations by those that can be addressed immediately and those that need to wait for the appropriate timing.

5. Action planning: Participants select the recommendation in which they are most interested and regroup *(one small group for each recommendation)*.

Discuss the recommendation:

- Does it accurately capture an essential need at our school?
- Should bullets (actions) be added or removed?
- Brainstorm: How could we implement the recommendation?
- What resources are needed outside of current resources?
- Report out to large group and facilitate discussion.

6. Next steps

- Set next meeting or action.
- Think-pair-share: What is your take-away from today's session?
- Professional development evaluation [Tool 52]

Thank you!