

Using Artifacts to Provide Feedback
Woodburn School District
October 17, 2017

Objectives:

- Commit the Data Team Process and “must-haves” for team support to memory!
- Provide a supported practice opportunity with practical application from written and verbal feedback on Norms, Roles and Agendas
- Practice utilizing Tools of the Trade that support efficiency.

Agenda:

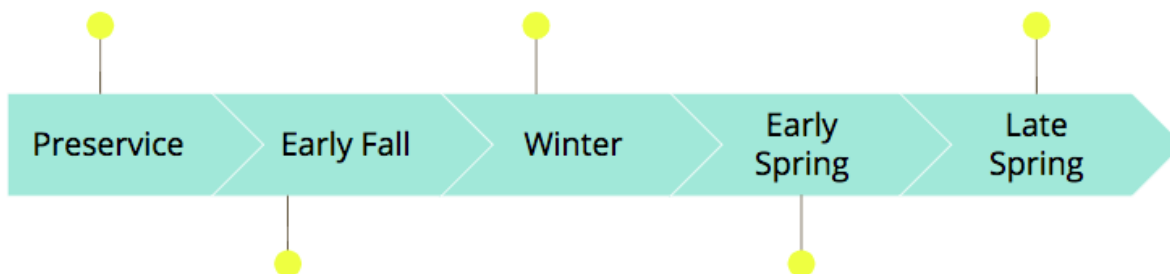
Welcome/Objectives

Identify Team Needs



Complex Change

What are the “must-haves” for data teams?

Plan for the Year: Practical Application



Link to Monitoring Form: <https://goo.gl/Bmbciq>

Vision	+	Skills	+	Incentive	+	Resources	+	Action Plan	=	
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	+	Skills	+	Incentive	+	Resources	+	Action Plan	=	
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Vision	+		+	Incentive	+	Resources	+	Action Plan	=	
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Vision	+	Skills	+		+	Resources	+	Action Plan	=	
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Vision	+	Skills	+	Incentive	+		+	Action Plan	=	
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Vision	+	Skills	+	Incentive	+	Resources	+		=	
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Team Name	Strengths	Areas for Growth/ Concerns	Questions	Prioritized Needs/ Next Steps
G				
H				

Data Team Elements Agendas	Not Present or Does Not meet	Area For Growth	Effective
A. Agenda clearly outlines process and outcomes.	No Agenda present	Agenda lists general tasks to be completed	A. Agenda clearly outlines process and outcomes.
B. Agenda indicates targeted instructional area and specific standards.	Agenda does not indicate instructional focus. May include items unrelated to instruction	Agenda indicates targeted instructional area, but not specific standard	B. Agenda indicates targeted instructional area and specific standards.
C. Time is allocated for each component of the process.	Time is limited to the start and end time of the meeting or time is not included on the agenda.	Time is allocated for the whole process or task, but not broken down into components.	C. Time is allocated for each component of the process.
D. Agenda reflects collaborative analysis of the relevant cause and effect data of the meeting's focus.	Data use is not part of the agenda or may be limited to feelings, hunches, what has been done in the past, etc.	Agenda indicated use of effect data (student performance), but not cause (adult actions) that lead to the performance	D. Agenda reflects collaborative analysis of the relevant cause and effect data of the meeting's focus.
E. Agenda items, date, and time identified for next meeting.	Agenda is limited to next meeting date or no future agenda is set	Next meeting agenda includes specific items, but time is not included	E. Agenda items, date, and time identified for next meeting.
F. Minutes provide an accurate representation of the meeting process.	Notes were not taken. Discussion was not recorded in any way.	Notes are taken, however they are not specific enough to capture the conversation.	F. Minutes (Cycle Notes/Process Sheet) provide an accurate representation of the meeting process.

Data Team Elements Norms & Participation	Not Present or Does Not meet	Area For Growth	Effective
Facilitator reviews meeting norms at beginning of meeting.	Norms have been established but are not present or Norms have not been established.	Norms are established and present, but are not reviewed.	A. Facilitator (or a member of the team) reviews meeting norms at beginning of meeting.
Facilitator invites team members to share ideas, successes, and challenges.	A single team member of the team either dominates or rarely shares. Team members do not make space for everyone in the conversation.	Team is overly focused on either success or challenges and/or Team members do not have equal voice (airtime).	B. Facilitator invites team members to share ideas, successes, and challenges. (i.e. Team conversations are balanced between members)
Facilitator guides reflection on adherence to the norms at the end of the meeting and identifies next steps if needed.	The team does not identify next steps. The team does not reflect on norms, even when norms issues arise.	Facilitator moves the discussion ahead to next topic/next steps, but reflection on norms is often skipped or left off.	C. Facilitator guides reflection on adherence to the norms at the end of the meeting and identifies next steps if needed.



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Feedback:

1. I want to remember _____

2. My next step will be _____

3. Something that will help my learning for next time is _____

4. Any other feedback you'd like to offer: _____