

Handout 9

Data Team Protocol: Self Assessment

Component	In Place	Mostly in Place	Partially In Place	Preparing to put in Place
Structure				
<ul style="list-style-type: none">The members of the data team have been identified				
<ul style="list-style-type: none">The data team works cooperatively with the other instructional teams in the building				
<ul style="list-style-type: none">The data team leader is identified				
<ul style="list-style-type: none">Persons responsible for collecting, managing and reporting data are identified				
<ul style="list-style-type: none">Meeting dates have been determined				
<ul style="list-style-type: none">Other procedural issues and norms are decided upon and written				
<ul style="list-style-type: none">Meeting protocols have been established				
<ul style="list-style-type: none">An inventory of assessments and other data streams are charted				
<ul style="list-style-type: none">Electronic data systems are identified and accessible to the persons responsible for data collection, managing and reporting				

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Process				
<ul style="list-style-type: none"> • A written agenda is provided to the members in advance of the meeting articulating a clear purpose 				
<ul style="list-style-type: none"> • The agenda is able to be accomplished within the time constraints of the meeting 				
<ul style="list-style-type: none"> • The agenda items are within the control and jurisdiction of the team 				
<ul style="list-style-type: none"> • Roles such as recorder, timekeeper, focus monitor etc. are defined and assigned 				
<ul style="list-style-type: none"> • Systems to communicate to other levels of the organization are in place 				
<ul style="list-style-type: none"> • The persons responsible for data reports provide the data prior to the meeting 				
<ul style="list-style-type: none"> • Most of the data meeting is a discussion to identify the problem 				
<ul style="list-style-type: none"> • Solutions and goals to the problem are discussed with the data team or they are referred to another level of the organization 				
<ul style="list-style-type: none"> • Use group process strategies to investigate information and solve problems <ul style="list-style-type: none"> ○ Brainstorming ○ Asking 5 “why” questions to get to a “root cause” ○ Do an “impact/feasibility” chart for each solution 				
<ul style="list-style-type: none"> • Solutions are based on scientifically based research 				

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Product				
<ul style="list-style-type: none">• Graphic representations of data are available at meetings				
<ul style="list-style-type: none">• Problem identification and goals are written and archived				
<ul style="list-style-type: none">• Solutions are integrated into a simple written plan and shared with all stakeholders				
<ul style="list-style-type: none">• Evaluation of the solutions and goals are completed and archived				