

Results Meeting Protocol

(Adapted from *Driven by Data* by Paul Bambrick-Santoyo)

60 minutes

Materials: Data results spreadsheets, notecatcher, chart paper, marker

The goal of the results meeting is to analyze with your data inquiry team (grade level or department team) the results on the most recent assessment and determine an action plan that meets the needs of students in your grade / department.

Choose roles: Recorder, facilitator

Analyze: Individually read the spreadsheet and use the test to determine strengths and weaknesses of student performance. (15 min)

Discuss: Where did students do well? (5 min)

- Go around: Each person on team names 2-3 areas where they noticed students did well and cites evidence on spreadsheet of results
- Group members ask, “What evidence do you have?” as needed.

Discuss and record on chart paper: Where did students have challenges? (5 min)

- Go around: Each person on team names the top 2-3 areas they noticed that students had challenges
- Recorder creates T-chart and lists team responses on top of chart paper under “challenge areas” at top of chart
- Group members ask, “What evidence do you have?” as needed.

Discuss: Of the challenges identified, which should be prioritized? (10 min)

- Open discussion: Team comes to agreement about top two challenges to focus on right now
- Recorder circles two selected challenges on the list on chart paper

Brainstorm: (10 min)

- Go around: Each team member has 30 seconds to share an idea or proposal for addressing the challenges evidenced in the test results (e.g., re-teaching, spiraling into “do nows,” homework, grouping strategies, coaching, observation/feedback, etc.)
- If you don’t have an idea, say “pass”
- No judgments made. If you like an idea, when it’s your turn, simply say, “I would like to add onto that idea by...”
- Continue going back and forth, 30 seconds at a time, to suggest new ideas / proposals for the full 5 minutes
- Recorder records suggestions on left side of chart paper under heading “possible solutions”

Reflection: Which “possible solutions” are most realistic, most helpful, and most effective? (5 mins)

- Silent think/write time: each person silently assesses which solutions are doable/effective (1min)
- Each person on team has 30 seconds to share their reflections

Consensus: Which actions will teachers on our team take? (10 min)

- Based on the reflections shared, team discusses and comes to an agreement on top 2-3 strategies for addressing the challenges students had on the assessment
- Recorder writes top 2-3 actions chosen on right side of T-chart with brief rationale for each

Note: In an actual data inquiry team meeting, after coming to consensus on action steps, the team would assign people to each task and take time to put actions (re-teaching, observation, feedback, etc.) and deadlines into their calendars. You can see the original Results Meeting Protocol that references these steps on the Driven by Data DVD.