**Action Plan: Part II – Data Coach’s Plan**

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| **Goal/Purpose** | **Action/Activity** | **Time Required** | **Materials** | **Time Frame** | **Who will be involved?** |
| Plan the rollout of the Using Data Process (UDP) of Collaborative Inquiry | Meet with building administrators to review the goals and process of Using Data Process (UDP). | 2 hours | Coach’s Guide; CD-ROM | July | Data Coach; Building Administrators |
| Garner interest and support of the Using Data Process by the school faculty | Lead a presentation on UDP. | 1 hour | Task 1 Slides; Handout 1.1: Using Data Process Overview;  Handout 1.2: The Using Data Process Components and Tasks;  Handout 1.3: Using Data Gets Results | August –  Pre-Planning | Data Coach;  School Faculty |
| Establish a school-wide data team | Meet with leadership team to establish a data team(s). | 1 hour | Coach’s Guide | August –  Pre-Planning | Data Coach;  Leadership Team |
| Clarify the Data Team’s Purpose and Roles and Responsibilities | Activity 1.3 Clarifying the Data Team’s Purpose and Responsibilities | 30 minutes | Handout 1.4: Launching the Data Team Planning Template  Handout 1.5: Data Team Responsibilities | Early September | Data Coach; Data Team |
| Establish Collaborative Norms | Activity 1.4 Establish Collaborative Norms | 45 minutes | Handout 1.4: Launching the Data Team Planning Template;  Handout 1.6: Norms of Collaboration;  Toolkit - Seven Norms of Collaboration | Early September | Data Coach; Data Team |
| School Demographic | Activity 2.1  Create the Body of our School | 20 minutes | Data Template  Slides 2.1-2.2  Body of our School | Early September | Data Coach; Data Team |
| Data Driven Dialogue w/Data | Activity 2.2  Engage in Data Driven Dialogue With Demographic Data | 60 minutes | Handout h2.1 Dialogue vs Discussion  PP slides 2.3-2.16 | Early September | Data Coach; Data Team |
| Cultural Proficiency Continuum | Activity 3.3  Explore the Cultural Proficiency Continum | 60 minutes | Handout H3.3 & 3.4  Cultural Proficiency Continuum Descriptions and Reflection  PP slides 3.1-3.8 | September | Data Coach; Data Team; Administration  School Faculty |
| Crafting Core Values About Student Learning and Equity | Activity 4.2  Craft Core Values About Student Learning and Equity | 60 minutes | PP slides 4.1-4.10  Resource R4.5: School of our Dreams | mid September | School Faculty  Data Team |
| Variety of the types and levels of data and their uses | Activity 5.2  Engage with the Data Pyramid and Drill-Down | 45 minutes | Resource 5.1  Data Pyramid  Handout 5.2-5.5  Construction Data Pyramid, What can We Learn From the Drill Down? | mid-September | Data Team; Data Coach |
| Principles of effective data use and “safety regulations” | Activity 5.4  Explore Data and Principles and Safety Regulations | 30 minutes | Handout 5.7 | mid-September | Data Team; Data Coach |
| Group roles | Activity 6.1  Establish Group Roles | 20 minutes | Resource 6.1 Group Role Cards | mid-September | Data Team; Data Coach |
| Data-Driven Dialogue | Activity 6.2  Facilitate Data-Drive Dialogues with Aggregated Data | 75 minutes | PP Slides 6.1-6.5  Handout 6.1  Our Criteria for Aggregated and Disaggregated Data  Resource 6.2 No-Because Sign Data Examples and Templates | October - after all pre tests have been completed  Also how data teams should be going throughout the school year with data | Data Team; Data Coach |
| Closing a meeting | Activity 6.3 Closure and Reflection | 15 minutes | Reflection on paper or online | October and througout the school year | Data Team; Data Coach |
| Disaggregated Data | Activity 7.1 Facilitate Data-Driven Dialogue with Disaggregated Data | 60 minutes | Data Examples and Templates | October | Data Team; Data Coach |
| Closing a meeting | Activity 7.3 | 30 minutes | Handout 7.1 Cultural Proficiency Continuum Reflection | October | Data Team; Data Coach |
| Strand Data | Activity 8.1  Facilitat Data -Driven Dialogue With Strand Data | 60 minutes | Data Examples and Templates  Handout 8.1 Stoplight Highlighting: Our Criteria for Strand Data | After unit and mid year testing | Data Team; Data Coach |
| Stand Data closing | Activity 8.2 Closure and Reflection | 15 minutes |  | After unit and mid year testing | Data Team; Data Coach |
| Datat Driven Dialogue with Multiple-Choice | Activity 9.1  Facilitate Data-Driven Dialogue with Multiple-Choice Item Data Percentage Correct and Distractor Pattern | 60 minutes | Handout 9.1  Stopligh Highlighting: Our Cirteria for Percentage Correcr on Multiple-Choice Items  Handout 9.2 Stoplight Highlighting Our Citerion for Distractor Patterns  Data Examples and Data Templates | October and throughout the school year. | Data Team; Data Coach  School Faculty |
| Closure | Activity 9.4 Closure and Reflection | 10 minutes |  | October and throughout the school year | Data Team: Data Coach School Faculty |
| Student Work | Activity 10.1  Facilitate Data-Driven Dialogue with Student Work | 90 minutes | Handout 10.1  Ground Rules for Looking at Student Work  Handout 10.2  Student Work Protocol Data Examples |  | Data Team; Data Coach; School Faculty |
| Closure and Reflection | Activity 10.2  Closure and Reflection | 30 minutes |  |  | Data Team; Data Coach School Faculty |
| Data-Driven Dialogues into Common Assessments and Other Local Student-Learning Data Sources | Activity 11.1  Facilitat Data-Driven Dialogue and Conduct Drill-Down Into Common Assessments and Other Local Student-Learning Data Sources | 60-90 minutes |  | October and throughout the school year | Data Team; Data Coach |
| Identify and Prioritize Student Learning Problem | Activity 12.2  Identify and Prioritize Student-Learning Problems | 60 minutes | Handout 12.1 | October and throughout the school year | Data Team; Data Coach |
| Causes and Assumptions | Activity 13.2  Dialogue About Causes and Their Underlying Assumptions | 45 minutes |  | October and throughout the school year | Data Team; Data Coach |
| Data Collection Plan | Activity 14.3  Devleop the Local Data Collection Plan | 30 minutes | Handout 14.1 Verify Causes Table: Local Data  Handout H14.2  Local Data Sources | October and throughout the school year | Data Team; Data Coach |
| Refine Student Learning Goal | Activity 15.1 Refine the Student-Learning Goal | 30 minutes |  | November & December | Data Team; Data Coach |
| Logic Model | Activity 15.2  Build Your Logic Model | 60 minutes | Handout 15.1 The Using Data Process Logic Model  PP Slides 13.1-2 | November | Data Team; Data Coach |
| Refining Logic Model | Activity 16.1  Refine the Logic Model: Outcomes and Strategies | 60 minutes |  | December | Data Team; Data Coach |
| Monitoring Tools | Activity 17.1  Expand Our Repertoire of Monitoring Tools | 30 minutes | Handout 17.1 Tools for Monitoring Implementation of Strategies and Outcomes | November and as added through school year | Data Team; Data Coach; School Faculty |
| Refining Monitoring Plan | Activity 17.2  Refine the Monitoring Plan | 20 minutes |  | January |  |
| School Culture | Activity 17.3  School Culture Review | 10-20 minutes |  | January | School Faculty; Data Team; Data Coach; Administration |
| Action Planning | Activity 18.1  The Big Picture of Change: Action Planning | 2.5 hours | Handout 18.1 Action Planning Template | October, January,  March | Administration; Data Team; Data Coach |
| Monitoring Plan | Activity 18.2  Monitoring: Action/Reflection Cycle | 2 hours |  | Bimonthly through school year | Data Team; Data Coach; Administration |
| Celebrate | Activity 19.1  Celebrate and Share Results! | 60 minutes |  | Bimonthly through school year | Data Team; Data Coach; School Faculty; Administration |
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