**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 1.3Clarifying the Data Team’s Purpose and Responsibilities | 30 minutes | Handout 1.4: Launching the Data Team Planning TemplateHandout 1.5: Data Team Responsibilities | Early September | Data Coach;Data Team |
| Establish Collaborative Norms | Activity 1.4Establish 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 2.1Create the Body of our School | 20 minutes | Data TemplateSlides 2.1-2.2Body of our School |  Early September | Data Coach; Data Team |
| Data Driven Dialogue w/Data  | Activity 2.2Engage in Data Driven Dialogue With Demographic Data  | 60 minutes | Handout h2.1 Dialogue vs DiscussionPP 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 & 3.4Cultural Proficiency Continuum Descriptions and Reflection PP slides 3.1-3.8 | September  | Data Coach; Data Team; AdministrationSchool Faculty |
| Crafting Core Values About Student Learning and Equity | Activity 4.2 Craft Core Values About Student Learning and Equity | 60 minutes  | PP slides 4.1-4.10Resource R4.5: School of our Dreams | mid September | School FacultyData Team |
| Variety of the types and levels of data and their uses | Activity 5.2Engage with the Data Pyramid and Drill-Down | 45 minutes  | Resource 5.1Data PyramidHandout 5.2-5.5Construction 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 6.1-6.5Handout 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 completedAlso 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 TemplatesHandout 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 9.1Stopligh Highlighting: Our Cirteria for Percentage Correcr on Multiple-Choice ItemsHandout 9.2 Stoplight Highlighting Our Citerion for Distractor PatternsData Examples and Data Templates  | October and throughout the school year. | Data Team; Data CoachSchool 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 10.1Facilitate Data-Driven Dialogue with Student Work | 90 minutes  | Handout 10.1 Ground Rules for Looking at Student WorkHandout 10.2Student Work Protocol Data Examples  |   | Data Team; Data Coach; School Faculty |
| Closure and Reflection | Activity 10.2Closure and Reflection | 30 minutes  |  |  | Data Team; Data Coach School Faculty |
| Data-Driven Dialogues into Common Assessments and Other Local Student-Learning Data Sources  | Activity 11.1Facilitat 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 12.2Identify and Prioritize Student-Learning Problems | 60 minutes  | Handout 12.1 | October and throughout the school year | Data Team; Data Coach |
| Causes and Assumptions  | Activity 13.2Dialogue About Causes and Their Underlying Assumptions | 45 minutes  |  | October and throughout the school year | Data Team; Data Coach |
| Data Collection Plan  | Activity 14.3Devleop 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 15.2Build Your Logic Model | 60 minutes  | Handout 15.1 The Using Data Process Logic ModelPP Slides 13.1-2 | November  | Data Team; Data Coach |
| Refining Logic Model | Activity 16.1Refine 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 17.2Refine the Monitoring Plan | 20 minutes  |  | January |  |
| School Culture | Activity 17.3School Culture Review  | 10-20 minutes  |  | January | School Faculty; Data Team; Data Coach; Administration |
| Action Planning | Activity 18.1The 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 18.2Monitoring: Action/Reflection Cycle | 2 hours  |  | Bimonthly through school year | Data Team; Data Coach; Administration |
| Celebrate | Activity 19.1Celebrate and Share Results! | 60 minutes  |  | Bimonthly through school year | Data Team; Data Coach; School Faculty; Administration |
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