

Archdiocese of Chicago		
Agenda for Morning Workshop		
Start Time: 8:30 am – End Time: 11:30 am		
Topic: Understand how to create the AdvancED Stakeholder Feedback Diagnostic	Attendees: Principals, Assistant Principals, AdvancED Teacher-Chairs Facilitator: Dr. Jorge Peña	
Meeting Objectives: <ul style="list-style-type: none"> Objective 1- Analyze and interpret stakeholder feedback survey results Objective 2- Understand how to answer the Evaluative Criteria Objective 3- Understand the Diagnostic Questions Objective 4- Demonstrate how to create the diagnostic in ASSIST 		
To Prepare for this Meeting, Please: <ul style="list-style-type: none"> Read this agenda Login access to AdvancED ASSIST (access can be provided onsite) Download and print the Data Document template and bring it to the workshop Download the data document exemplar Download the Evaluative Criteria Download the Diagnostic Questions Download the Student and Staff Stakeholder Feedback Comparison Download the survey reporting instructions in ASSIST Download the presentation Bring a device to use during the workshop: laptop, Windows Tablet, Chromebook, iMac; not an iPad or Smart-Phone Download the Accreditation Handbook Optional: in ASSIST, generate the ‘Survey Response Count Summary Report’ for students and staff, and bring the reports to the workshop (hard copy or digital copy) 		
Schedule		
Time	Minutes	Activity
8:30-8:35	5	<ol style="list-style-type: none"> Welcome and sign-in Prayer Review objectives of this workshop
8:35-9:35	60	<p>Objective 1- Create the data document</p> <ol style="list-style-type: none"> Review the sample data document Gradual release instructional strategy: Generate the ‘Survey Response Count Summary Report’ for students in AdvancED ASSIST. Populate the data document and identify the highest survey items in black bold and the lowest survey items in red bold. Choose one of the student survey groups to disaggregate results. Generate the ‘Survey Response Count Summary by Demographic’ and choose ‘grade’ as the demographic. What do you notice and wonder about the disaggregated results? Generate the ‘Survey Response Count Summary Report’ for staff in AdvancED ASSIST. Populate the data document and identify the highest survey items in black bold and the lowest survey items in red bold.

		5. Reflect on the implications of the stakeholder perceptions. Share with a table partner what you notice about the survey results.						
9:35-9:50	15	Objective 2- Understand how to answer the Evaluative Criteria Discuss the Evaluative Criteria 1. Discuss the evaluative criteria: questionnaire administration 2. Discuss the evaluative criteria: stakeholder feedback results and analysis						
9:50-10:00	10	Break						
10:00-10:50	50	Objective 3- Understand the Diagnostic Questions 1. Discuss the Diagnostic Questions: Areas of Notable Achievement [10 minutes] 2. Discuss the Diagnostic Questions: Areas in Need of Improvement [10 minutes] 3. Discuss the question ‘consistent with findings from other stakeholder feedback sources.’ [30 minutes] a. Open the ‘Student and Staff Stakeholder Feedback Comparison’ spreadsheet b. Analysis: What do you notice about the results? What do you wonder about the results? c. With a table partner share what you notice and wonder.						
10:50-11:20	30	Objective 4- Demonstrate how to create the diagnostic in ASSIST 1. Review Appendix 7 in the Accreditation Handbook 2. Gradual release instructional strategy: create the diagnostic in ASSIST						
11:20-11:25	5	Review next steps: • Create the Stakeholder Feedback Diagnostic; follow the steps in Appendix 7 in the Accreditation Handbook. • Submit the Stakeholder Feedback Diagnostic in ASSIST by Friday, February 17, 2017.						
11:25-11:30	5	Assess what worked well and what didn't in this workshop <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">+ (What worked well)</th> <th style="width: 50%; text-align: center;">▲ (What to change in future workshops)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">•</td> <td style="text-align: center;">•</td> </tr> <tr> <td style="text-align: center;">•</td> <td style="text-align: center;">•</td> </tr> </tbody> </table>	+ (What worked well)	▲ (What to change in future workshops)	•	•	•	•
+ (What worked well)	▲ (What to change in future workshops)							
•	•							
•	•							