Workshop 1: Prepare

Prepare for Workshop

Materials and resources

All materials and resources are located at RETA DDDM site (http://reta.nmsu.edu/dddcm) and RETAzens DDDM Community (http://dddm.blogspot.com) unless otherwise noted.

- Case Studies

To do before workshop

- Schedule a location, date, and time for first workshop.
  
  Date: ________________ Time: ________________ Location: ________________
  
  The computer lab should have:
  
  1. Internet access w/ browser and headphones
  2. Software: MS Word and Excel, Acrobat Reader, Windows Media Player or iTunes

- Contact participants and provide them with location, date, and time of first workshop

- Print out items in materials list to hand out at workshop

- Review the Workshop 1 Agenda

- Visit and become familiar with RETA DDDM and RETAzens DDDM Community sites

- Read “Get on the Team: An Alternative Mentoring Model” at http://www.ascd.org/ed_topics/c1199905_turk.html

  The team mentoring process is important in helping establish a support network for the DDDM changes that teachers will be addressing during this workshop. The support group discussions at the beginning of each workshop are critical and should not be skipped.

Teach Workshop

Objectives

- Register all teachers in RETA online database
- Introduce data driven decision making process
- Stimulate formation of mentoring group
- Introduce RETA DDDM site and RETAzens DDDM Community site
- Schedule remaining workshops

To do

Morning

- As teachers arrive
  
  1. Give them URL http://reta.nmsu.edu/workshopsdb/createaccount/ and have them register online if they have not already done so.

- Introductions
  
  2. Introduce yourselves.

  Briefly discuss the idea that you’re all there to engage in the data driven decision making process, that you should all take advantage of the opportunity to learn from
and help each other – in effect that all of you will act as mentors for each other to learn more about teaching and learning as you work toward a deeper knowledge of data driven decision making.

3 Group Introductions.
Along with basic grade/subject info, teachers should share whatever they will about their feelings / experiences with data driven decision making. This is the time to address any negative feelings that may get in the way of effective learning. For example, some teachers may think that data driven decision making is all about punishing the teacher or that data collection will get in the way of teaching, etc. So, you need to stress the important idea that data driven decision making is about improving teaching and learning through use of data combined with teachers’ experience and knowledge.

- Case Study Activity
  1 Have the teachers pair up to work in teams.
  2 Hand out Case Studies.
  Have teachers read the case studies and identify similarities among the case studies and speculate as to the steps required for a successful data driven decision making episode.
  3 Have each team discuss their speculations with everyone
  4 After every team has shared their findings, arrive at a group consensus regarding the data driven decision making process.

Afternoon
- RETA DDDM Site (http://reta.nmsu.edu/dddm/)
  1 Introduce the RETA DDDM site and give teachers a chance to explore it.
  At this point teachers should be confirming / clarifying their ideas about the process of data driven decision making that they developed during the Case Study Activity
  2 Discuss, as a group, new understandings regarding the data driven decision making process.
- DDDM Community Site (http://dddm.blogspot.com)
  1 Have teachers visit site and share their data driven decision making insights by posting to the blog.
  2 Discuss the podcast feature and let teachers have time to figure out how to subscribe.
- Conclusions
  1 Plan future meeting dates, times, locations.
  2 Encourage teachers to begin thinking about what types of data they have available to them
  3 Remind teachers to visit the DDDM Community site http://dddm.blogspot.com to read and post.
Workshop 2: Prepare

Prepare for Workshop

Materials and Resources
All materials and resources are located at RETA DDDM site (http://reta.nmsu.edu/ddd) and RETAzens DDDM Community (http://retaddm.blogspot.com) unless otherwise noted.
- Excel Exercises (in Process > Prepare section of RETA DDDM)

To do before workshop
- Review Workshop 2 Agenda
- Visit DDDM Community at http://retaddm.blogspot.com to read and post
- Get familiar with day’s content and skills by reading relevant sections of DDDM site

Teach Workshop

Objectives
- Address any questions or concerns from previous workshop
- Continue building mentoring group
- Understand types of data and learn to use Excel

To do

Morning
- Arrival and Beginnings
  1. Encourage them to visit DDDM Community site http://retaddm.blogspot.com to read latest comments.
  2. Write highlights of day’s agenda on board and discuss
- Excel Exercises
  1. As a group, find out who knows Excel and who doesn’t.
     Team up people either based on their Excel skill level (preferred) or other attribute
  2. Have teams visit RETA DDDM, Process > Prepare section and download Excel Exercises and begin working on them.

Afternoon
- Finish Excel Exercises (continued)
- Group Activity
  1. As a group, discuss each person/team’s PDSA project (the problem or challenge they intend to complete the Plan, Do, Study, Act phases on during this series of workshops) – share ideas, provide support and suggestions, etc.
- Conclusions
  1. Confirm next workshop date, time, and location.
  2. Remind teachers that they will be working with their own data in the next workshop
  3. Remind teachers to visit the DDDM Community site http://ddd.blogspot.com to read and post.
Workshop 3: Plan

Prepare for Workshop

Materials and Resources
All materials and resources are located at RETA DDDM site (http://reta.nmsu.edu/ddd) and RETAzens DDDM Community (http://retaddm.blogspot.com) unless otherwise noted.
- Teachers bring own data from their schools/classrooms

To do before workshop
- Review Workshop 3 Agenda
- Visit DDDM Community at http://retaddm.blogspot.com to read and post
- Get familiar with day’s content and skills by reading relevant sections of DDDM site.

Teach Workshop

Objectives
- Address questions or concerns from DDDM process or previous workshops
- Continue building mentoring group
- Begin Plan phase of DDDM

To do

Morning
- Arrival and Beginnings
  1. Encourage them to visit DDDM Community http://retaddm.blogspot.com to read and post
  2. Write highlights of day’s agenda on board and discuss
- Group Activity
  1. Discuss each individual / team’s data
  Each individual / team should share what data they brought, what they expect to find, etc. This is the part where they decide how to organize and analyze the data
- Individual / Team Planning
  1. Each individual / team should begin organizing and analyzing their data
  Using Excel, each should graph (organize) their data and then analyze it to see what problems or challenges come to light. Then, each should be able to answer, at a basic level, what the data shows – what is going on in the classroom, etc. and what possible solutions they might need to implement to solve the problem.
  2. Tell each person or team that they can use whatever resources are available on the RETA DDDM or RETAzens DDDM Community sites in order to complete this assignment

Afternoon
Planning phase, continued
Have each individual / team finish organizing and analyzing their data so they can share with group.

Group Activity
Each individual / team should discuss their data analysis and their plan for addressing the problem in order to get feedback and support from the group.

Conclusions
1. Confirm next workshop date, time, and location.
2. Remind teachers they will continue working on their data and to bring any artifacts they feel are necessary.
3. Remind teachers to visit DDDM Community http://dddm.blogspot.com to read and post.
Workshop 4: Do

Prepare for Workshop

Materials and Resources
All materials and resources are located at RETA DDDM site (http://reta.nmsu.edu/dddm) and RETAzens DDDM Community (http://retadddm.blogspot.com) unless otherwise noted.

- Teachers brings own data and materials from schools/classrooms

To do before workshop
- Review Workshop 4 Agenda
- Visit DDDM Community at http://retadddm.blogspot.com to read and post
- Get familiar with day’s content and skills by reading relevant sections of DDDM site

Teach Workshop

Objectives
- Address questions or concerns from DDDM process or previous workshops
- Begin Do phase

To do

Morning
- Arrivals and Beginnings
  1. Encourage them to visit DDDM Community http://retadddm.blogspot.com to read and post
  2. Write highlights of day’s agenda on board and discuss
- Group Activity
  1. Discuss implementation of each individual / team’s plan
     During the previous workshop, each individual / team analyzed their data and came up with a potential plan for what they needed to do to address the problem. During this workshop, each individual / team needs to discuss their plans in more detail – what exactly will they do to address the problem? What changes will they make, how will they collect data, what other materials are needed to implement changes, etc.
  2. Group provides feedback, support, and suggestions for proposed plan.
- Individual / Team Activity
  Each creates necessary materials to carry out plan.

Afternoon
- Individual / Team Activity (continued)
- Conclusions
  1. Confirm next workshop date, time, and location.
  2. Remind teachers to implement their plans and bring their data
  3. Remind teachers to participate in RETAzens DDDM community.
Workshop 5: Study

Prepare for Workshop

Materials and Resources

All materials and resources are located at RETA DDDM site (http://reta.nmsu.edu/dddm) and RETAzens DDDM Community (http://retaddm.blogspot.com) unless otherwise noted.

- Teachers bring their own data and materials from schools/classrooms

To do before workshop

- Review Workshop 5 Agenda
- Visit DDDM Community at http://retaddm.blogspot.com to read and post
- Get familiar with day’s content and skills by reading relevant sections of DDDM site

Teach Workshop

Objectives

- Address questions or concerns from DDDM process or previous workshops
- Begin Study phase

To do

Morning

- Arrivals and Beginnings
  1. Encourage them to visit DDDM Community http://retaddm.blogspot.com to read and post
  2. Write highlights of day’s agenda on board and discuss

- Group Activity
  1. Discuss implementation of each individual / team’s plan
     During the previous workshop, each individual / team created materials to support their plan. During this workshop, each individual / team needs to discuss how their plans are going – what data have they collected so far, how successful do they think the plan is going to be, what challenges have they faced implementing the plan, etc.
  2. Group provides feedback, support, and suggestions.

- Individual / Team Activity
  Each individual / team organizes and analyzes the data they’ve collected so far.

Afternoon

- Individual / Team Activity (continued)

- Conclusions
  1. Confirm next workshop date, time, and location.
  2. Remind teachers to continue implementing their plans and to bring their data
  3. Remind teachers to participate in RETAzens DDDM community.
Workshop 6: Act

Prepare for Workshop

Materials and Resources

All materials and resources are located at RETA DDDM site (http://reta.nmsu.edu/dddmm) and RETAzens DDDM Community (http://retaddm.blogspot.com) unless otherwise noted.

- Teachers brings own data and materials from schools/classrooms

To do before workshop

- Visit DDDM Community at http://retaddm.blogspot.com and post
- Get familiar with day’s content and skills by reading relevant sections of DDDM site

Teach Workshop

Objectives

- Address questions or concerns from DDDM process or previous workshops
- Begin Act phase

To do

Morning

- Arrivals and Beginnings
  1. Encourage them to visit DDDM Community http://retaddm.blogspot.com to read and post
  2. Write highlights of day’s agenda on board and discuss
- Individual / Team Activity
  Each individual / team completes organizing and analyzing the data they’ve collected from the implementation of their plan and then determines what problems they’re still facing and what parts of their plans they need to change and implement again in order to improve their results

Afternoon

- Individual / Team Activity (continued)
- Group Activity
  1. Discuss implementation of each individual / team’s plan
     Each individual / team begins discussing their data analysis, the changes they intend to make to fix the plan, and why.
  2. Group provides feedback, support, and suggestions.
- Conclusions
  1. Remind teachers to continue implementing their plan and practicing DDDM.
  2. Remind teachers to participate in RETAzens DDDM community.