Workshop 1: Prepare

Prepare for Workshop

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

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

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://vrc.nmsu.edu/workshops/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.