Data Carousel Activity

Full Staff Meeting Sample Agenda

Meeting Goals

- Share with all staff the present progress of the school improvement team
- Involve all staff in the creating narrative statements for the data

Time Needed

2 to 3 hours

Meeting Tasks

1. **Preparation**

    - Data in the four categories is prepared for staff member groups to review at four different stations.

    - Staff members are divided into groups of no more than eight people. For a faculty of more than about thirty-two the data "stations" should be duplicated, i.e., two stations for each of the four types of data. Mix staff up in groups so they have the benefit of various staff perspectives as they consider the data.

    - Make copies of the *Narrative Tally Sheets* in Appendix C (you will need enough for each small group to write statements for each category of data).

2. **Explaining the Activity** (65 minutes)

    - Each group will consider all the data and information that's been collected for each category. The group gets to look at a different type of data at each table.

    - The group's task is to individually look at all the data sets at your table. This may take about 5-7 minutes.

    - As a whole group generate a brief narrative statement about each piece of data on the *Narrative Tally Sheets*. Narrative statements should: be simple, communicate a single idea about student performance, and be non-evaluative. See *Three Tips for Writing Powerful Narrative Statements.*

    - After 20 minutes, the group moves on to the next set of data. Read what the other group wrote, and create new and/or modified statements that your group agrees on.   You will have 15 minutes at the second, third, and fourth tables.

3. **Small groups** (15 minutes)

    Review narrative statements.

    - Are they clearly written?
    - Which ones are redundant?
    - Is anything missing?

4. **Full group** (45-60 minutes)
   - Consider statements on projected screen and eliminate/add statements.
   - Decide as a group if the statement is a strength, a challenge, or both.

Next Steps

Leadership team will compile the narrative statements developed by the full staff. Challenges will be grouped into themes prior to writing goals.

Evaluate Meeting Effectiveness

Ask groups how the activity worked for them.
- Did they learn something?
- Was it fun?
- How could it have been better?
- Do they want to do something like this again?