

Qualities of Effective Data Meetings *(adapted from [Data Wise](#) - Boudett, City, Murnane : 2013)*

Quality	Key Elements	Scale: 1-4 (Rarely to Always)
Organizing for data meetings	Data meetings have clear and understood expectations, goals, structure, protocols, schedule, and plan for next steps.	
Assessment and data literacy	Teams have a common understanding of the assessments used by the school, the types of data available from these assessments, and the strategies for responsible data use.	
Data overview	Data from assessments is made available during meetings in easy-to-use formats, ranging from big picture to student level. Data from multiple sources is considered.	
Digging in	Meetings allow for the opportunity to move beyond data to examine and discuss instruction/interventions.	
Action plans	Teams use data meetings to create a plan for instructional action and identify needed data sources for continuous follow-up.	

Qualities of High-Performing Groups *(adapted from [Got Data? Now What?](#)- Lipton, Wellman: 2012)*

Quality	Questions for Groups	Scale: 1-4 (Rarely to Always)
Clear focus	Are members clear about the desired short and long term goals of the meetings?	
	Does the group have clear criteria for making decisions?	
Inquiry	Do members welcome different perspectives?	
	Are members willing to ask questions that might cause discomfort?	
Data at the center	Is data used to calibrate and inform dialogue and decision-making by the group?	
	Are there methods in place to guide how data is analyzed?	
Commitments to learners	Are members focused on improving overall student success?	
	Do meetings lead to opportunities to increase knowledge of group members?	
Trust	Are data meetings a place where members feel safe to not know answers and share new thinking?	
Equity	Are meetings structured to balance participation?	
	Do team members have adequate opportunities to challenge their own thinking to consider new ideas?	
Collective responsibility	Do members believe that collaborative actions make a greater difference?	
	Do meetings lead to actions that all members are responsible for enacting?	

District Next Steps

Areas of Success (<i>Data Meetings, Groups, AIMSweb</i>)	New Ideas

Areas for Improvement (<i>Data Meetings, Groups, AIMSweb</i>)	New Ideas