



National Reporting System for Adult Education

A Project of the U.S. Department of Education

USING DATA TO IMPROVE ADULT LITERACY PROGRAMS

**Montana Adult Education
October 6-7, 2010, Helena, MT**

Agenda

OBJECTIVES

By the end of this professional development activity, participants will be able to

1. Identify the characteristics of good data and data collection procedures;
2. Identify problems and strengths in their own program's data collection and suggest strategies for improvement;
3. Review program data (attendance, retention, learning gains) and use it to promote program improvement;
4. Identify and apply key elements of a data use model for decision-making;
5. Suggest ways to motivate state and local staff to take an interest in data and become data literate; and
6. Begin to plan for change to improve program performance—in particular, to enhance student learning.

WEDNESDAY, OCTOBER 6

9:00 a.m. Welcome, Introductions, Objectives, Agenda Review

Part 1. Collection Procedures that Yield Quality Data

Why Collect Data? Who Touches the Data?

The Data Flow Game

Essential Elements of a Good Data Collection System

Self-Reflection: Strengths and Challenges of My Program's Data Flow

10:20 a.m. **ESL Moment**

10:30 a.m. BREAK

10:45 a.m. **Part 2. Using Your Data to Make Program Improvements**
Identifying Uses of Data: for Program Accountability, for Program Marketing and Promotion, for Program Improvement
Transforming Data into Information
Doubters and Believers Activity
Brainstorming Factors that Affect Program Performance

12:00 noon LUNCH

1:00 p.m. **Part 2 Continued**
The Data Detective
Tips for Reviewing Data:

- Error and Validity Checks
- Trends Data
- Comparisons
- Disaggregation

Questions to Ask of Your Data—and Digging Deeper
Why Disaggregate Your Data?

2:00 p.m. **Part 3. Planning for Program Improvement**
Reviewing Program Data: Identifying Areas for Improvement
Participants work with local program team members to review their monthly reports, focusing on assessment and one other issue of their own choosing – what are they doing right? What do they see wrong? How can they improve? What changes are needed?

2:20 p.m. **2012 MPAE/COABE Conference**

2:45 a.m. BREAK

Part 3 Continued

Planning for Success

Participants discuss with their team members what they found and they begin developing an improvement plan for both assessment and their other issue. Plans should describe the planned change, persons responsible for each step, and timeline for completing each step.

Teams Use Balance of day to Prepare their Local Program Reports

4:20 p.m. Day 1 Evaluation and Wrap-Up

4:30 p.m. Adjourn

THURSDAY, OCTOBER 7

8:00 a.m. Agenda/Objectives Review for Day 2, Questions from Yesterday

8:45 a.m. Program Team Reports and Discussion

First half of the teams describe their program improvement plans (5- to 6-minute reports from each local team)

10:15 a.m. BREAK

10:30 a.m. **Part 4. Overcoming Barriers to Using Data; Building a Culture of Data Use**
What is Data Literacy?
Barriers to Using Data
Reasons for Staff Resistance to Data
Motivating Teachers to Use their Data
Brainstorming Strategies for Building Data Literacy

12:00 noon LUNCH

1:00 p.m. Program Team Reports and Discussion

Second half of the teams describe their program improvement plans (5- to 6-minute reports from each local team)

2:30 p.m. Reflection on the Two-Day Workshop
Questions?
Next Steps
Wrap-up and Evaluation

3:00 p.m. Adjourn