

Data Analysis Protocol Guide

“Discussions around data can make people feel ‘on the spot’ or exposed, either for themselves, their students, or their profession. The use of a structured dialogue format provides an effective technique for managing the discussion and maintaining its focus” (National School Reform Faculty). In the *Data Analysis Protocol*, participants look at data, make inferences about the data, explore root causes and implications, and consider next steps. Facilitators and participating teams answer guiding questions to facilitate a meaningful discussion around the data.

| Phase | Guiding Questions | Tips |
|------------------------------|---|--|
| Describing the Data | <ul style="list-style-type: none"> ● What do you see in the data? ● What are the most concerning gaps? ● What data would be useful to further explore the identified gaps? ● What are the most relevant data and information sources to use? ● If data are available, what are the long-term trends for the identified gaps? | <ul style="list-style-type: none"> - Only describe what you observe in the data. - Identify where the observation is being made (e.g. On page two, five of six schools...). - Provide gentle reminders to only describe observations with evidence and not judgements about the data. |
| Interpreting the Data | <ul style="list-style-type: none"> ● What do you think the data suggest? ● What could potentially be a root cause for any disparities or gaps noted in the data? ● Based on the data, what is happening and why? ● Which root cause(s) are the most foundational? | <ul style="list-style-type: none"> - This is the time for speculation. - Listen to each other's interpretations and ask questions for clarity. - Identify a problem of focus and a hypothesis. |
| Making Implications | <ul style="list-style-type: none"> ● What steps could be taken? ● What strategies might be effective? ● What else would you like to see happen? What kinds of assignments or assessments could provide this information? ● What are the implications for equity? | <ul style="list-style-type: none"> - Brainstorm strategies to address the root cause of the problem of focus. - Prioritize the strategies by ease, significance, and impact. |