

Archived Information

Interim Evaluation of the Regional Educational Laboratories

Individual Evaluation Plan for the North Central Regional Educational Laboratory April 2, 1999

The purpose of this document is to describe the plans to implement the Interim Evaluation of the Regional Educational Laboratories at the North Central Regional Educational Laboratory (NCREL). This plan contains the most up-to-date information on the schedule of activities to implement the evaluation at this Laboratory, the current panel members, and the proposed data sources. The data sources are based on information obtained from NCREL's nominated signature works, their inventory of products and services, and the other data items needed to examine overall Laboratory operations.

A. Schedule of Activities for NCREL Evaluation

Activity	Proposed Date
Approval of Individual Evaluation Plan by PES	03/29/99
Receipt of advance materials from NCREL	04/02/99
Distribution of advance materials to panel members	04/05/99
Training Session #3, including NCREL presentation	04/08/99
On-site panel visit	04/26/99 – 04/30/99
Individual evaluation reports submitted to DIR	04/30/99
Synthesis report submitted to DIR by panel chair	05/06/99
Review of synthesis report by panel members	05/09/99 – 05/13/99
Final synthesis report submitted to DIR by panel chair	05/20/99
Synthesis and individual reports sent to NCREL and ED	05/24/99
NCREL response to evaluation report submitted to DIR	06/01/99
DIR submission of NCREL Interim Evaluation Reports (including individual reports, synthesis report, and Lab response) to ED	06/08/99

B. Current Participants in NCREL Evaluation

The following persons are assigned to serve as members of the NCREL review panel:

Nancy Brigham
Nancy Clark-Chiarelli
Marilyn Crawford
Andrew Hayes
Wilfred Johnson
John Nash

C. Data Sources to be used in the NCREL Evaluation

The Evaluation Framework approved by ED contains associated evaluation questions and indicators to guide the conduct of the Interim Evaluation and reporting of results. The specific data sources to be used for the evaluation of NCREL have been developed after receiving input

from the Laboratory and the OERI Program Officer and PES regarding the nominated Signature Works and the NCREL Inventory of Products and Services.

The remainder of this section identifies the specific data items to be reviewed or data collection activities included in the NCREL individualized evaluation plan. Most of the publications and other hard-copy materials specified as data sources are to be provided to the peer reviewers as part of their advance materials. Peer reviewers with Internet access will also be able to examine NCREL web-site before arriving on the site visit.

The following data sources are grouped by whether they are: (1) associated with a Signature Work; (2) additional items selected from the Inventory that are not part of the selected Signature Works; or (3) materials to be reviewed in conjunction with overall Laboratory operations. Summary descriptions of the two selected Signature Works, as described by NCREL, are attached to this document.

Signature Work 1: Technology Applications for Learning and Scaling Up

This Signature Work was selected for its representation of NCREL's labwide mission to provide national leadership in the use of technology for education. Working in partnerships directly with policymakers, administrators, and educators NCREL develops professional development tools, products and services that address the needs and challenges faced in integrating technology into the teaching and learning environment. For this Signature Work, the peer reviewers will focus on multiple aspects of integrating technology into the classroom that enhance teaching, student learning and performance.

Specific publications and materials related to this Signature Work have been selected from the NCREL Inventory of Products and Services and/or are identified by the Labs as appropriate data sources within the nomination of Signature Works. The list of proposed items for advance review by the panelists includes:

- Technology Overview (*including philosophy, planning documents, etc*)
- *Captured Wisdom Library*
 - An overview of the "Captured Wisdom Library"
 - A list of titles of each cd-rom and video
 - A representative sample of "Captured Wisdom" series (*1 cd-rom & 1 video*)
- *Plugging In: Choosing and Using Educational Technology*
- *Learning with Technology*
 - Framework Questions
 - Course Syllabus/Outline
 - Course Manual
 - Feedback from Internal/External Evaluation
- *The Impact of Computer-Based Technology on Learning & Teaching*
 - Outline
 - Data Sources
 - Research components
 - Draft report (version completed by end of 1998)
- *Gateway (website)*
 - *Overview of the website*
 - *Identify and provide printouts of 2-3 sections for inclusion*
 - *Website access during site visit*
- *Engaged Learning Safari*
 - *Overview of the website*
 - *Identify and provide printouts of 2-3 sections for inclusion*
 - *Website access during site visit*
- *Pathways to School Improvement (website)*
 - *Identify and provide printouts of 2-3 sections for inclusion*
 - *Quality Assurance*

- *Technology in Teacher Education Conference*
 - *Conference packet (including agenda, evaluation form, conference materials/handouts)*
 - *Summation of evaluation findings*
 - *Any data from internal/external evaluations*
- *The Technology for Learning Initiative of the L.A. County Office of Education (#4103) (most recent report)*
- *Planning Document for Technology Tools from Professional Development*
- *Evidence of applied research supporting planning document*
- *Updated Final reports – (one most recent)*

Other materials that NCREL should provide regarding Signature Work 1 for advance review by the panel include:

- References to Signature Work 1 in contractual documents, including:
 - Technical Proposal, response to questions, and initial project plans
 - contract modifications
 - quarterly reports
 - in annual plans and updates
- Deliverable List for Signature Work 1
- Selected Board minutes referencing Signature Work (1 -2 representative examples)
- Design documents pertaining to Signature Work 1, including design team meeting agenda and notes (Specify sources)
- Documentation of needs assessment related to Signature Work 1, including minutes and agenda of Technology advisory group, evidence of revisions based on customer needs, and other sources identifying need
- Documentation of revisions of materials resulting from pilot testing and customer feedback (i.e., new draft, reference in board report, etc.)
- Documentation of review of products by peer review and outside expert (panels) as part of QA processes (provide 1-2 representative examples)
- Selected drafts of rubrics, publications, and training materials to demonstrate examples of QA processes
- List of contracts, institutes, and on-going partner sites/groups for Signature Work 1, if applicable
- Evaluations of institutes and workshops related to integrating technology in the classroom
- Current research on technical characteristics of the technology integration process being utilized
- Representative qualitative report regarding technology tools for professional development, if applicable
- Utilization statistics, including materials disseminated, materials requested, web-site counts, product sales
- List of training materials
- List of publications in journals, etc. of materials related to Signature Work 1
- List of presentations made related to Signature Work 1, including staff member name and audience

On-site activities for evaluation of Signature Work 1 may include interviews with:

- Learning with Technology professional development participants (If so, provide a listing of participants and an interview opportunity)
- NCREL Technology Staff
- Technology product/program users
- Implementation site visit (District #59 - Arlington Heights)

On-site observations of selected activities may also be included, specifically:

- Website demonstration of additional project links and resources

Signature Work 2 — Design Support for School Improvement

Design Support for School Improvement involves continuous school improvement, provision of long-term assistance to schools, and entails cooperation among schools and Labs. For this Signature Work, the peer reviewers will focus on multiple aspects of the program.

NCREL supports “turning schools around” through comprehensive school improvement strategies. Providing technical assistance and training that assists sites sustain change and build capacity for ongoing improvement after formal partnerships end is the intent of the Laboratory. For this Signature Work peer reviewers will be asked to review one site representative of design support for the *Every Child Can Succeed* program, Cardenas Elementary, a partnership with Chicago Public Schools. Through reviewing the process utilized for this school peer reviewers will be provided with information on a variety of design support assistance mechanisms utilized by NCREL in their region. Please note that this signature work has been focused in order for peer reviewers to be able to manage proposed data sources. Specific publications and materials related to this Signature Work have been selected from the NCREL Inventory of Products and Services and from the data sources as listed in the nomination of Signature Works form. The list of proposed items for advance review by the panelists includes:

Every Child Can Succeed/CPS/ Cardenas Elementary

- Project Overview
 - List of schools participating in “*Every Child Can Succeed*”
 - Design documents for “*Every Child Can Succeed*”
- “*Every Child Can Succeed*” External Partner Proposal
- *Summary of Professional Development Services and Interventions*
 - *Strategic Teaching and Reading Project (STRP)*
 - *Everyday Math: Primary Grades*
 - Illinois Writing Improvement Project
 - Cardenas Elementary professional development tools
- *Foundations for Providing Ongoing Coaching and Consultative Services to Educators – Applying the Cognitive Coaching Model*
- NCREL School Appraisal for Cardenas Elementary
- Professional Staff Development Survey
- Classroom Observation Guide – Guide for Developing an Integrated Reading Program
- STRP Instructional Observation Checklist
- NCREL Coaches Capacities/Expertise Summary
- NCREL/CPS Project Coaches Data Gathering Process/Tools
 - Role of NCREL/CPS Consultants and Coaches
 - Lesson Plan Guidelines
 - CPS/NCREL External Professional Development Journal Feedback Form
 - NCREL Modeling and Feedback Form
 - NCREL/CPS Consultant Questionnaire
 - Copy of Handout(s)/Agenda(s) used for Professional Development or Grade Level Meetings
 - Professional Development Feedback/Evaluation Form (for workshops and professional development sessions)
- NCREL/CPS Project Team Leader Data Gathering Processes/Tools:
 - Role of NCREL/CPS Project Team Leaders

- Monthly reports (one representative sample)
 - Formative Evaluations (one representative sample)
- Data Collection
 - School Improvement Plan (SIPAAA, 1998)
 - Corrective Action Plan
 - Office of Accountability ‘School Report’
 - IGAP and ITBS Test Scores (aggregate data/baseline/followup)
- School Newsletter
- Team Leader NCREL/CPS Project Monthly Report of Services (one representative sample)
- Formative Evaluations
- Consultant and Team Leader Month reports and supplementary information (one representative sample)

Other materials that NCREL should provide regarding Signature Work 2 for advance review by the panel includes:

- Narrative on function of *Every Child Can Succeed* advisory review panels and District Administrators, including listing, affiliation and contact information
- References to Signature Work in NCREL contractual documents, including:
 - NCREL Technical Proposal, response to questions, and initial project plans
 - contract modifications
 - quarterly reports
 - annual plans and updates
- Deliverable List for Signature Work 2
- Listing of publications and presentations related to Signature Work 2 including staff member name, audience, and venue, if applicable
- Lists of “*Every Child Can Succeed*”/CPS schools, team members participating in the continuous school improvement process (with contact information)
- Representative set of Field Notes for “*Every Child Can Succeed*” if applicable
- Evidence of agreements and contracts with other entities for support of implementation of Signature Work #2 at implementation sites (including contact information), if applicable
- School planning meetings (if not included in other documents)
- Documentation of needs assessment related to Signature Work 2, evidence of revisions based on customer needs, and other sources identifying need for Signature Work #2
- Documentation of review of products process by peer review, advisory councils, and outside expert panels as part of QA processes with 1 – 2 supporting examples
- Drafts of publications, and/or training materials to demonstrate examples of QA processes
- List of study districts with contact information
- Summaries of user feedback, if different from evaluation process

On-site data collection activities in relation to Signature Work 2 may include interviews with:

- REL project staff involved with Signature Work 2
- Partners/District administrators/Teachers in field service study sites
- Peer Review Panel
- Key education state decision makers
- OERI Program Officer

Additional Items Selected from the Inventory of Products and Services

In addition to the Signature Works data sources, additional materials will be provided in advance to the peer reviewers. The following materials have been selected from the NCREL Inventory to provide additional breadth to the evaluation:

- *Curriculum, Learning and Instruction (LNP) (#1307)*
- *Family of Learners*
- *Exemplary or “Turn-Around” Sites Project (#2102) (Executive Summary)*
- *City School Publication (#2104) (1 or 2 representative examples)*
- *New Leaders for Tomorrow’s Schools (#2202) (one representative examples)*
- *Leadership Checklist (#2204)*
- *Policy Issue Paper Series[compilation of research] (#3202)*
- *Review of Scoring Rubrics (#3302)*
- *Evaluation of the Development of Standards, Benchmarks and Assessment Alignment at the District Level (#3401)*
- *NCREL Magazine: The Learning Point (#231)*

Materials for Overall Laboratory Operations

Other materials will be collected and provided to the peer reviewers so that they can examine the overall operations of NCREL. The following materials will be provided to the peer reviewers in advance of the site visit:

- Original RFP (Scope of work provided to peer reviewers by DIR in training materials)
- NCREL Technical Proposal and response to technical questions
- Contract modifications
- Quarterly reports
- Annual plans and updates
- Summary of REL funding, by source
- Organizational chart
- Staff listing
- Board roster and affiliations, By-laws if appropriate
- Selected Board meeting agenda and minutes (1 or 2 representative examples)
- External Evaluation of NCREL (1 representative example)
- Customer Satisfaction Survey Results
- QA System, procedures documentation (including review checklist – Web product, R & D Process, Scale of Testing of Curriculum Products)
- Needs assessment procedures documentation
- Customer feedback procedures documentation
- List of staff presentations at relevant regional and national meetings
- List of staff publications in external venues
- Inventory of products and services from the current contract period (provided to reviewers by DIR in Briefing Booklet)
- ED commissioned evaluations, if any
- Relevant reports by OERI staff

On-site interviews regarding overall NCREL operations will be conducted and should include:

- Staff interviews
- Board interviews or focus groups

- OERI Program Officer interview