

Archived Information

Interim Evaluation of the Regional Educational Laboratories

Individual Evaluation Plan for Southwest Educational Development Laboratory

April 1, 1999

The purpose of this document is to describe the plans to implement the Interim Evaluation of the Regional Educational Laboratories at the Southwest Educational Development Laboratory (SEDL). 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 SEDL'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 SEDL Evaluation

Activity	Proposed Date
Approval of Individual Evaluation Plan by PES	April 5, 1999
Receipt of advance materials from SEDL	April 16, 1999
Distribution of advance materials to panel members	April 21, 1999
Training Session #3, including SEDL presentation	April 27, 1999, 8:00 AM CST
On-site panel visit	May 10-14, 1999
Individual evaluation reports submitted to DIR	May 14, 1999
Synthesis report submitted to DIR by panel chair	May 21, 1999
Review of synthesis report by panel members	May 24-May 28, 1999
Final synthesis report submitted to DIR by panel chair	June 4, 1999
Synthesis and individual reports sent to SEDL for comment	June 8, 1999
SEDL response to evaluation report submitted to DIR	June 21, 1999
DIR submission of SEDL Interim Evaluation Reports (including individual reports, synthesis report, and Lab response) to ED	June 23, 1999

B. Current Participants in SEDL Evaluation

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

- Anderson, Lorin (Chair)
- Boykin, Wesley
- Irwin, Pi
- Lovelace, Sherry
- McFadden, John
- Rosenblum, Sheila

C. Data Sources to be used in the SEDL 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 SEDL have been developed after receiving input from the Laboratory and the OERI Program Officer regarding the nominated Signature Works and the SEDL Inventory of Products and Services.

The remainder of this section identifies the specific data items or data collection activities that should be conducted either prior to or during the site visit to SEDL. 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 SEDL's 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 SEDL, are attached to this document.

Signature Work 1 —Applying Technology to Restructuring and Learning

Signature Work 1 was is aimed at building a knowledge base on how to create constructivist learning environments supported by technology in schools that serve diverse students. The project is creating a set of professional development modules that join constructivist learning theory and technology to support new teaching practices that, in turn, increase student engagement and problem solving. These modules (with additional follow-up technical assistance and other resources) are being developed and tested in six sites in the region.

Specific publications and materials related to this Signature Work have been selected from the SEDL Inventory of Products and Services. The list of proposed items from Signature Work 1 for advance review by the panelists includes (Inventory item numbers are in parentheses):

- Connecting Student Learning and Technology (103)
- Applying Technology to Restructuring and Learning web site (104)
- School Technology Plans--Goal 5 (119) (representative sample)
- Goal 5 Staffing Plan (110)
- Goal 5 Literature Review (108)
- Requests from Clients for Goal 5 Products and Services (selected examples)
- Tap Into Learning (106)
- Classroom Observation Protocol (105)
- Pilot and Field Test Feedback (112)
- Evaluation Report on Field Test (113)
- Goal 5 Professional Development Session Evaluations (114)
- Memo re: SEDL Program Review and Redesign of Goal 5 (102)

- FY 98 Performance Indicators related to Signature Work 1
- Professional development modules
- State of the Sites Report (109)

Other materials that SEDL should provide regarding Signature Work 1 (with location of applicable references cited) for advance review by the panel include:

- References to Signature Work 1 in SEDL contractual documents including: Technical Proposals, response to questions, initial project plans, contract modifications, quarterly reports, annual plans and updates or supplements
- Documentation of the QA process conducted on selected Signature Work 1 materials and activities
- Documentation of needs assessment related to Signature Work 1, including needs assessment instrument and data
 - List of user sites and their contact information for Signature Work 1, including districts and schools
 - Utilization statistics including materials disseminated, products and services requested, web-site counts, product sales
 - List of presentations made related to Signature Work 1

On-site data collection activities in relation to Signature Work 1 may include interviews with:

- SEDL project staff involved with Signature Work 1
- Users in implementation sites
- OERI Program Officer

Other on-site activities may include:

- Video presentation - *Engaged Discoverers: Kids Constructing Knowledge with Technology* (107)
- Video presentation – selected teacher interviews (118)

Signature Work 2: Development and Refinement of the Collaborative Action Team Process

Signature Work 2 focuses on developing and testing a research-based model to strengthen the involvement of families and communities in schools through collaborative partnerships. There are three major components to this work: (1) to develop and refine the Collaborative Action Team (CAT) process for partnership development and mobilization that results in improved community, school and student outcomes; (2) to implement this process in communities throughout the Southwest; and (3) to disseminate information about the CAT process through publications and presentations.

Specific publications and materials related to this Signature Work have been selected from the SEDL Inventory of Products and Services (Inventory Item number in parentheses). The Proposed items for advance review by the panelists includes:

- Enhancing Student Success through CAT (007)
- Regional CAT Training Institute Participant Handbook 1997 (008)
- Memo re: SEDL Program Review and Redesign of Goal 1 (010)
- A Guide to Building Collaborative Action Teams in Schools and Communities (012) (selected excerpts)
- CAT Self-Assessment (014)
- Facilitator Training Agenda and Materials (018)
- Goal 1 Staffing Plan for Years 1-3 (019)
- List of CAT sites with contact information
- List of CAT Partners (020)
- Selected CAT QA Reviews (22)
- Selected CAT Field Notes and Logs (023)
- Profiles of SEDL's CAT Sites (024)
- Plan for Student Outcome Data Collection in CAT Sites (025)
- Selected Site Status Report on Student Outcomes (026)
- Issues in Collaborative Work: A Literature Review (013)
- FY 97-98 Performance Indicators related to Signature Work 2

Other materials that SEDL should provide regarding Signature Work 2 (with location of applicable references cited) for advance review by the panel include:

- References to Signature Work 2 in SEDL contractual documents including: Technical Proposals, response to questions, initial project plans, contract modifications, quarterly reports, annual plans and updates or supplements
 - Documentation of needs assessment related to Signature Work 2, including needs assessment instrument and data
 - Selected field feedback on CAT process and materials (15)
 - Selected participant evaluations of CAT Training Institute and Start-Up Orientation (16, 17)
 - List of presentations made related to Signature Work 2 and examples of handouts or slides for selected presentations (27)

On-site activities for evaluation of Signature Work 2 may include interviews with:

- SEDL project staff involved with Signature Work 2
- Contact persons in partner sites
- CAT Team Members
- 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 SEDL Inventory to provide additional breadth to the evaluation.

- Texas CSRD Workshops (147)
- CSRSD website (<http://www.sedl.org/csr/d/>)
- SEDLetter (157) (selected issue)
- Professional Learning Communities: Communities of Continuous Inquiry and Improvement (120)
- Organizing for Diversity Training Materials (scope, sequence, sample module, feedback) (037)
- Profiles of Native Language Education Programs (057)
- Voices of Diversity Fall Forum (058)
- Calling the Roll: Program Description and Research Plan (080)
- Policy Website (79) (<http://www.sedl.org/policy/>)
- Reading Assessment database (101) (website)

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 SEDL. The following materials will be provided to the peer reviewers in advance of the site visit:

- Original RFP (DIR will provide copies to peer review panel members)
- SEDL contractual documents including Technical Proposals, response to questions, initial project plans, contract modifications, quarterly reports annual plans and updates or supplements
- Summary of SEDL funding, by source
- Organizational chart
- Board roster and affiliations
- Selected Board meeting agenda and minutes, especially annual Board planning meetings
- QA procedures documentation
- 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 (DIR will provide copies to peer review panel members)

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

- Staff interviews
- Board interviews or focus groups
- OERI Program Officer interview