

Archived Information

Interim Evaluation of the Regional Educational Laboratories

Draft Individual Evaluation Plan for SERVE

March 25, 1999

The purpose of this document is to describe the plans to implement the Interim Evaluation of the Regional Educational Laboratories at the Southeast Regional Vision for Education (SERVE). 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 SERVE'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 SERVE Evaluation

Activity	Proposed Date
Approval of Individual Evaluation Plan by PES	April 2, 1999
Receipt of advance materials from SERVE	April 19, 1999
Distribution of advance materials to panel members	April 21, 1999
Training Session #3, including SERVE presentation	April 27, 1999, 12 PM CST
On-site panel visit	May 10-May 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 SERVE for comment	June 8, 1999
SERVE response to evaluation report submitted to DIR	June 21, 1999
DIR submission of SERVE Interim Evaluation Reports (including individual reports, synthesis report, and Lab response) to ED	June 23, 1999

B. Current Participants in SERVE Evaluation

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

- Barbara Clements
- Marilyn Willis Crawford
- Kerry Davidson
- Robert Egbert
- Nancy Karweit
- Joyce Stern (Chair)

C. Data Sources to be used in the SERVE 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 the SERVE have been developed after receiving input from the Laboratory and the OERI Program Officer regarding the nominated Signature Works and the SERVE 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 SERVE. 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 SERVE'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 SERVE, are attached to this document.

Signature Work 1: Student Assessment in the School and Classroom

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

- *Using Accountability as a Lever for Changing the Culture of Schools (001)*
- *Assessment Training Materials (012)*
- *Assessment Hotspots*
- *Assessment Toolkit Training Materials (014)*
- *Senior Project Program Training Materials (015)*
- *Senior Project Institutes/Networking Meetings (016)*
- *Evaluation of the Alabama Direct Assessment of Writing Program (018)*
- *Technology as a Tool for Student Assessment (video) (031)*
- *Quality Assessment Notebooks (where in inventory??)*

Other materials that SERVE 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 SERVE contract documents including: Technical Proposals, response to questions, initial project plans, contract modifications, quarterly reports annual plans and updates or supplements
- Design documents for Signature Work 1
- Documentation of needs assessment related to Signature Work 1, including needs assessment instrument and data

- Documentation of procedures and evidence of review of products by peer review and expert panels as part of QA processes
- List of demonstration partner sites and their contact information for Signature Work 1, including districts and higher education institutions
- Sample school assessment plans developed in conjunction with or using SERVE training
- Written feedback from Signature Work 1 users and partners
- Documentation of revisions of materials resulting from pilot testing and customer feedback
- Participant/user satisfaction surveys
- Utilization statistics, including materials disseminated, materials requested, web-site counts, product sales
- List of publications in journals, etc. of materials related to Signature Work 1
- List of presentations made related to Signature Work 1
- Follow-up study data related to Signature Work 1
- Phased impact interview results related to Signature Work 1
- Evaluation Report—Alcorn County Schools

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

- SERVE project staff involved with Signature Work 1
- Contact persons in partner sites
- Co-developers of training materials
- State department users of materials
- OERI Program Officer

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

- Review of documentation of successive revisions of training materials related to Signature Work 1
- Implementation site visit (e.g., Senior Project observation)

Signature Work 2 —Supporting the School Improvement Process

SERVE's proposed Signature Work #2 contained several relatively broad areas of focus. In order to provide a more manageable set of data and materials for the peer reviewers, we have narrowed SERVE's original proposal in this area to include only those activities and products related to: (1) development of a facilitated school improvement planning process; and (2) development and dissemination of publications that support school improvement teams in their research and decision making. The list of proposed items from Signature Work #2 for advance review by the panelists includes (Inventory Item numbers in parentheses):

- *Does Class Size Make a Difference (02)*
- *Reducing Class Size: Strategies and Implications for Mississippi (03)*
- *Reduced Class Size Conferences/Institute (04)*

- *Improving Student Motivation: A Guide for Teachers and School Improvement Teams (06)*
- *Improving Reading: Southeastern School Strategies (publication) (023)*
- *Leading Improvement in Reading Achievement (025)*
- *Leading Change in Literacy; Southeastern District Stories (026)*
- *Resources for School Improvement (039)*
- *Planning for School Improvement: A Report on a Comprehensive Planning Process (052)*

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

- References to Signature Work 2 in SERVE contract documents including: Technical Proposals, response to questions, initial project plans, contract modifications, quarterly reports annual plans and updates or supplements in SERVE
- Design documents for Signature Work 2
- Documentation of needs assessment related to Signature Work 2, including needs assessment instrument and data
- Documentation of procedures and evidence of review of products by peer review and expert panels as part of QA processes
- List of user sites and their contact information for Signature Work 2, including districts and schools
- Written feedback from Signature Work 2 users and partners
- Documentation of revisions of materials resulting from pilot testing and customer feedback
- Sample school improvement plans
- Participant/user satisfaction surveys
- Utilization statistics, including materials disseminated, materials requested, web-site counts, product sales
- List of publications in journals, etc. of materials related to Signature Work 2
- List of presentations made related to Signature Work 2
- Follow-up study data related to Signature Work 2

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

- SERVE project staff involved with Signature Work 2
- Co-developers of materials
- Users in implementation sites
- 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 SERVE Inventory to provide additional breadth to the evaluation:

- *Designing Teacher Evaluation Systems that Support Professional Growth (009)*
- *Effective Strategies for Professional Development in Technology (video) (029)*
- *A Call to Action: Family Involvement as a Critical Component of Early Childhood Teacher Preparation (034)*
- *Achieving Your Vision of Professional Development: How to Assess Your Needs and Get What You Want (036)*
- *Families and Schools: An Essential Partnership (041)*
- *SERVE Regional Forum on School Improvement: 1998 materials (044)*
- *SERVE Regional Forum on School Improvement Final Evaluation Report (045)*
- *Comprehensive School Reform (CSR) Web page (055)*
- *Terrific Transitions (062)*
- *Welfare to Work: Early Childhood Care and Education (065)*

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 SERVE. 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)
- References to Signature Work 2 in SERVE contract documents including Technical Proposals, response to questions, initial project plans, contract modifications, quarterly reports annual plans and updates or supplements
- Summary of SERVE funding, by source
- Organizational chart
- Board roster and affiliations
- Selected Board meeting agenda and minutes, especially annual Board planning meetings
- Internal Evaluation Reports
- Participant Satisfaction Survey Results
- QA procedures documentation
- Needs assessment (Delphi assessment) procedures documentation
- Results of most recent Delphi Needs Assessment (046)
- 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 SERVE operations will be conducted and should include:

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