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|  | **District Assessment System Design Toolkit**  *Workshop #1* |
| *Annotated Agenda* |

**Developed By**

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| **Joseph Martineau** | Senior Associate |  |
| **Kathy Dewsbury-White**  **Ed Roeber** | President & Chief Executive Officer  Assessment Director |  |
| **Ellen Vorenkamp** | Assessment Consultant |  |
| **Steven Snead**  **Jonathan Flukes** | Supervisor, Curriculum & Instruction Unit  Research, Evaluation, & Assessment Consultant |  |

# < District Name >

## Assessment System Design Project – Workshop #1 Agenda

## < date and location >

Note that the slide deck is synchronized with this agenda and the participant agenda. If you make changes to the times, they need to be changed on both this agenda and the participant agenda. If you change the order of topics, add new topics, or delete topics, you will need to make sure the new set of topics is reflected in this agenda, the participant agenda, and the slide deck.

## Before the Workshop Starts

### Project Champion

* Be prepared to share the vision for the project.
* Be prepared to deliver the charge to the Design Team.

### External Facilitator

* Connect device to and test the projection system.
* Open the Slide Deck and start presentation mode.

### District Liaison

* Verify that there are complete sets of *vocabulary activity* cards for each group of 4-5.
* Verity that there are complete sets of *assessment purpose activity* cards for eacah group of 4-5.
* Open the Project Workbook and go to the WS1. Assessment Audit tab.

### Meeting Coordinator

* Make sure the meeting room is arranged for small groups of 4-5.
* Last minute check on food, snacks, and beverages.
* Mark each team member as present or absent.
* Ensure that each District Design Team member knows the requirements for receiving professional development credit (if applicable).
* Place a card with Wi-Fi access details on each table and on the lectern.

## Workshop Agenda

| TIME | TOPIC |
| --- | --- |
| **9:00 AM** | **Welcome and Introductions**   * External Facilitator opens the meeting and welcomes attendees. * Members of the Facilitation Team introduce themselves. * External Facilitator asks other members of the Design Team to introduce themselves, including name, title, why they agreed to join the design team, and the role they represent. |
| **9:20 AM** | **Project Vision and Charge**   * Project Champion reviews the vision for the project. * Project Champion gives the charge to the Design Team. |
| **9:30 AM** | **Orientation to the Project**   * External Facilitator asks for questions, concerns, or comments on Advance Reading 1. * External Facilitator goes through the slides addressing proposed group norms and leads a discussion (if needed) to revise the group norms. Any necessary revisions are made directly in the Slide Deck. |
| **9:45 AM** | **Vocabulary of Assessment**   * External Facilitator goes through the slides addressing vocabulary of assessment and elicits questions, concerns, and comments about the various vocabulary terms. * Even though Design Team members have read the advance readings, it is important to spend enough time discussing vocabulary to be reasonably sure that members have a shared understanding. |
| **10:15 AM** | **Break** (External Facilitator and District Liaison check in on how the workshop is going) |
| **10:30 AM** | **Small Group Activity to Engage with the Vocabulary of Assessment**   * External Facilitator explains the activity and leaves the Slide Deck on the explanation. * District Liaison divides the Design Team into groups of 4-5 and hands out the cards for the activity. * External Facilitator and District Liaison float among groups to answer any questions. |
| **11:00 AM** | **Purposes of Assessment**   * External Facilitator goes through the slides addressing purposes of assessment. * For each purpose, the External Facilitator leads a discussion to identify two uses of that purpose, (preferably within the district) and to discuss how well the assessment matches the purpose. |
| **12:00 PM** | **Lunch** (External Facilitator and District Liaison check in on how the workshop is going) |
| **1:00 PM** | **Small Group Activity to Engage with the Purposes of Assessment**   * External Facilitator explains the activity and leaves the Slide Deck on the explanation. * District Liaison divides the Design Team into groups of 4-5 and hands out the cards for the activity. * External Facilitator and District Liaison float among groups to answer any questions. |
| **1:30 PM** | **Introduction to District Assessment Audit**   * External Facilitator goes through the slides addressing the district assessment audit. * External Facilitator leads the Design Team through 3-4 assessments as the District Liaison enters the data into the first 3-4 rows of the WS1. Assessment Audit tab of the Project Workbook (without projecting). Appendix A of the User Guide explains how to use the WS1. Assessment Audit tab. |
| **1:45 PM** | **Break**   * External Facilitator saves and closes the Slide Deck and disconnects from the projection system. * District Liaison opens the Slide Deck, brings the Project Workbook to the front, and connects to the projection system. |
| **2:00 PM** | **Begin the Assessment Audit**   * District Liaison continues entering assessments into the WS1. Assessment Audit tab of the Project Workbook, saving periodically, as the External Facilitator leads the discussion. |
| **2:30 PM** | **Planning the Rest of the District Assessment Audit**   * District Liaison switches to the Slide Deck and displays the slide entitled Schedule of Meetings for Completing the Audit (not in presentation mode). * District Liaison enters dates and times for meetings directly into the Slide Deck (if not pre-arranged). |
| **2:45 PM** | **Feedback for the Leadership Team**   * District Liaison displays the next slide entitled Reflecting on Workshop #1 and gives attendees time to fill out the feedback form. |
| **2:55 PM** | **Looking Forward to Workshops #2 and #**3   * District Liaison displays the next slide entitled Looking Forward…. * External Facilitator thanks attendees and gives very short preview of next workshops and reminds Design Team members that their meeting packet contains a document entitled WS 1 A Look Forward to Workshop #2 that shows graphically what the team will work on in workshop #2. |
| **3:00 PM** | **Adjourn** |