

Dial In Number

888-387-8686

Access Code: 4233444

Quality Assurance Review
District Team Chair Update
Webinar
January 2010

Presenters

Dr. Annette Bohling

Chief Accreditation Officer

Dr. Nikki Armato

Chief Learning Officer

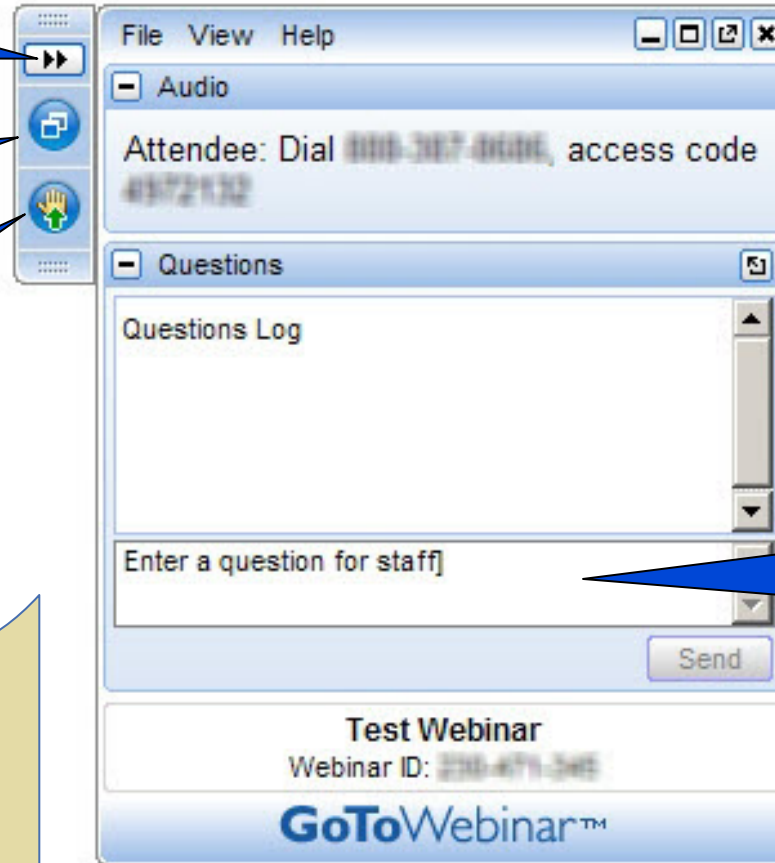


Attendee Control Panel

This button minimizes the control panel.

This button changes view to full screen and back.

If you have a question, click here to raise your hand.



If you wish to ask a question, type it in this box, then click the "Send" button.

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Purpose

- **Webinar**
 - **Build capacity for writing high quality reports**
- **QAR Report**
 - **Evaluation**
 - **Continuous improvement**

Quality Reports

- **Written as a Single, Unified Voice**
- **Demonstrate Alignment and Connections Between all Components**
- **Substantiate Findings**
 - **School/District Results**
 - **Evidence Collected**
 - **Sufficient Detail**
- **Promote and Guide Improvement**
- **Use Clear Language and Appropriate Grammar**



New Resources

On teamchair page

www.advanc-ed.org/teamchairs

- Complete Sample Reports
- Updated commendations, required actions, and narrative worksheets
- Guidebook on Writing the Quality Assurance Review Report
- A Recording of this Webinar

On Management System

- Improved instructions with links to samples (forthcoming)

Generic Tips

- Compose the report in Word and then transfer into online system
- Incorporate data collected from
 - Interviews
 - Observations
 - Artifacts
- Relate findings to student learning and organizational effectiveness

Generic Tips

- **Ensure each section is complete**
- **Do not name individuals, prescribe a monetary solution, endorse specific products or programs**
- **Use QAR Team Resources and Tools website**
 - www.advanc-ed.org/teamchairs
- **Work with Reader Reviewer**

Commendations

- **Noteworthy, events, actions, practices, factors**
- **Actions not typically observed or expected**
- **Practices that yields meaningful results**
- **Procedures that can be leveraged to strengthen other areas**
- **Must support and be connected to standard narratives and ratings**
- **QAR reports must contain at least one commendation**

Commendations

- **Statement**
 - States the strength or accomplishment
- **Evidence**
 - Presents supporting information
- **Rationale**
 - Describes why it is important

Commendation Activity

1. The district has open communication with its stakeholders.
2. Professional Learning Communities have been implemented at the elementary and middle school levels and have resulted in documented student achievement improvements.
3. The district has a positive and caring atmosphere, which is reflected in each of its departments, board of education, and individual schools.

Required Actions

- Address areas preventing district from effectively meeting its potential
- Actions having greatest impact
 - Expanding positive practices
 - Any Not Evident or Emerging standard
- Substantive with supporting evidence
- Must support and be connected to standard narratives and ratings
- QAR reports must contain at least one required action

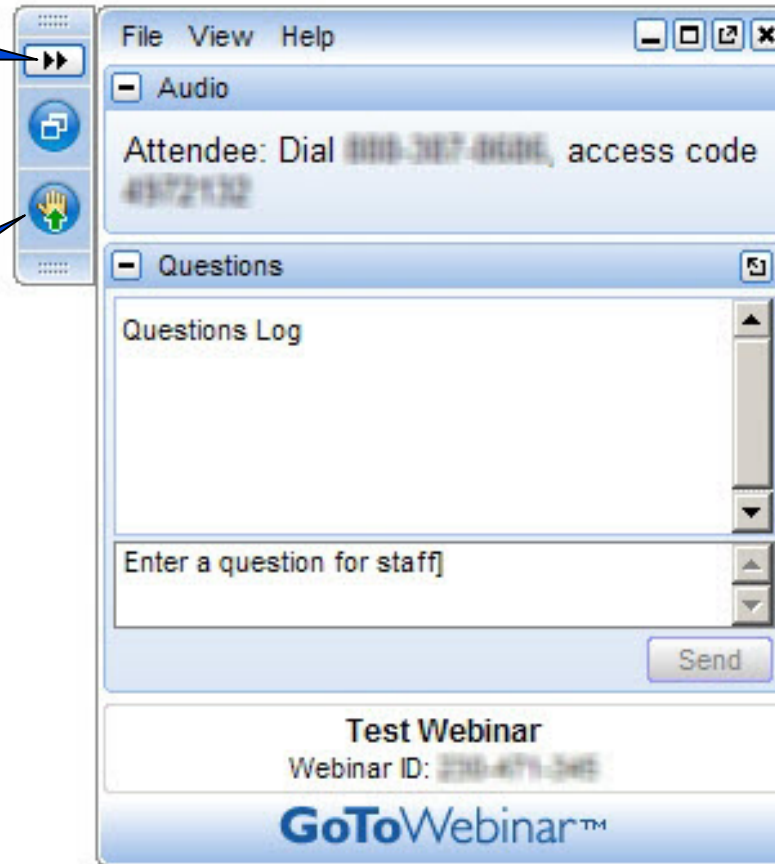
Required Actions

- **Statement**
 - States the specific action required
 - Begins with an action verb
- **Evidence**
 - Presents information that supports and confirms the action
- **Rationale**
 - Describes why it is important

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Standard Narrative

- Describes how the district meets or does not meet standard/indicators
- Rich in detail and information
- Addresses ALL indicators
- Components are aligned, connected, coherent
- Clearly supports standard rating

Standard Narrative Description

- **Several paragraphs in length**
- **Communicates a comprehensive account of findings**
- **Presents the facts**
- **Extends beyond summary of information**
 - **Specific examples**
 - **Sources of evidence**
- **“Connections” between sections**

Standard Narrative Strengths

- Supported by information in description
- Positive practices that contribute to standard
- Formatting
 - Write complete statements
 - Use bullets
 - Be consistent

Standard Narrative Opportunities

- Identify actions that have potential to cause improvement
- Capitalize on team member expertise
- Be specific but not prescriptive
- Formatting
 - Begin with action verbs
 - Use bullets

Standard Narrative Finding

- **Use the Rubric to reach consensus on a standard rating**
 - Highly Functional, Operational, Emerging, Not Evident
- **Highly Functional**
 - Appropriate to provide a commendation
- **Not Evident / Emerging**
 - Provide strong guidance for improvement
 - Must bring forward as Required Action

Quality Assurance

- **District's Internal Quality Assurance**
 - Procedures for ensuring AdvancED standards are met
 - district and schools
 - Strategies for monitoring improvement
 - implementation and impact
 - Practices for collecting, using and communicating results
 - student learning and organizational effectiveness
 - Methods for providing feedback and support
 - schools and operational elements
- **Written and Formatted like the Standard Narratives**
 - Description
 - Strengths
 - Opportunities

Important Practice

- **Educate team members!**
 - Visit website and review sample reports (narratives)
 - Have team members listen to recorded webinar
 - Review this set of slides during team orientation
- **Review, refine, complete and connect**

Writing Conventions and Format

- Use active voice
- All sections must be written with complete sentences
- Use action verbs to begin required actions and opportunities
- Use consistent font
- Left justify all content
- Use formatting tools in management system

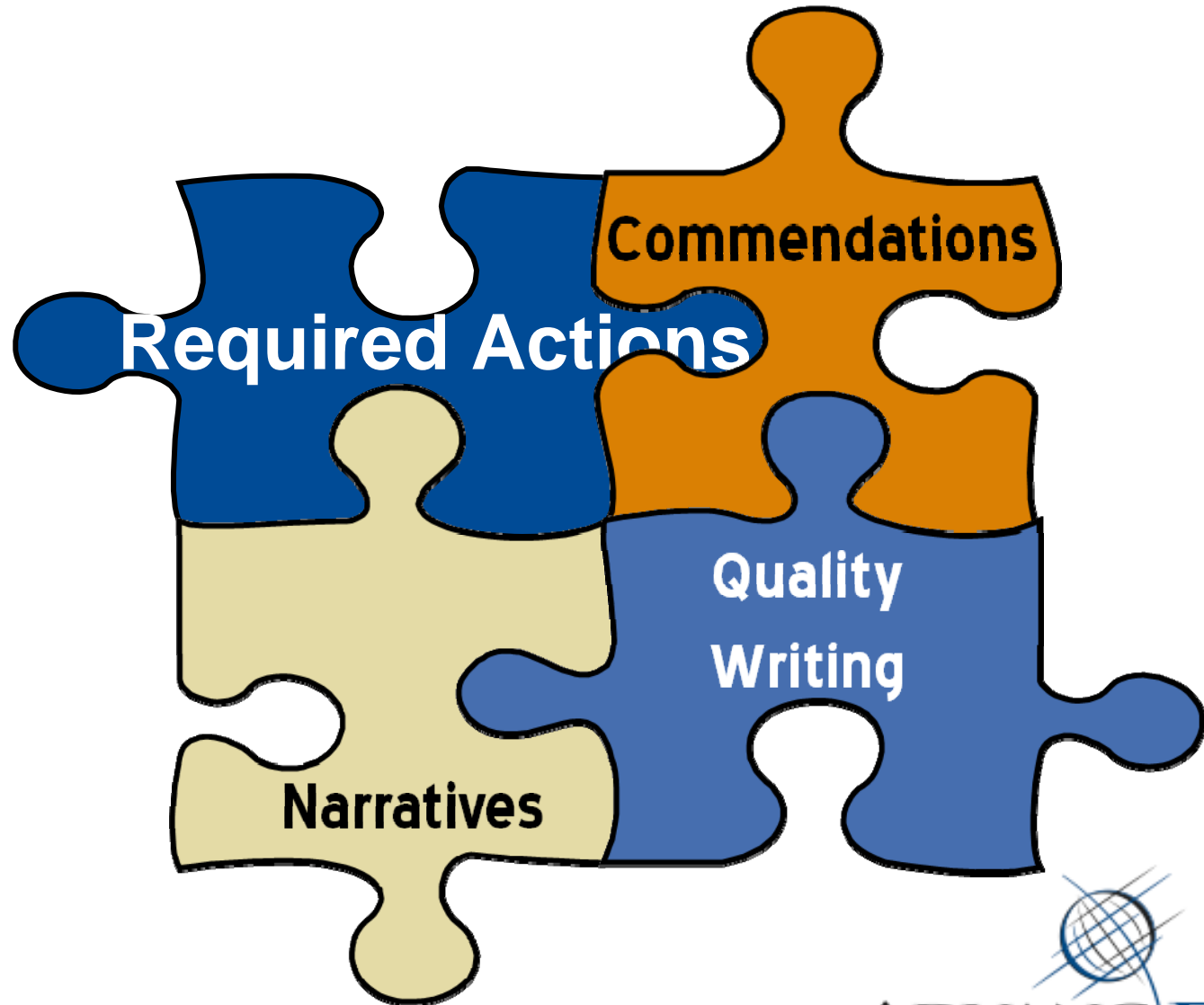
Refer to Guidebook on Writing the QAR

Characteristics of Quality Reports

Final Thoughts

- **Proofread the report**
 - **Verify it reads as one voice**
 - **Make sure all sections are complete**
 - **Ensure connectedness**
 - **Read the PDF**
- **Submit the report on time**
 - **Fifteen business days**
- **Partner with the Reader Reviewer**

Coherence and Connections



**Thank you for your commitment
and participation.**

For more information go to

www.advanc-ed.org

OR

contact your State Office.

