

Sample data-gathering plan

NEEDS ASSESSMENT	<i>Strategy for collecting data</i>	<i>How it will be used</i>
<p>Topics for webinars</p> <p><i>September 2014</i></p>	<p>Analyze data gathered from activities (e.g., More/Less and Goal-setting) in orientation session to identify areas of concern</p> <p>Poll on topics for webinars</p>	<p>To identify topics for four webinars and two monthly emails</p>
PARTICIPATION	<i>Strategy for collecting data</i>	<i>How it will be used</i>
<p>Attendance at webinars</p> <p><i>Nov 4, Dec 2, Feb 4, March 4</i></p>	<p>2nd facilitator will record and report</p>	<p>To monitor participation and follow-up by inviting individual participants who missed live webinar to access archived webinar</p>
<p>Activity in chat space during webinars</p> <p><i>Nov 4, Dec 2, Feb 4, March 4</i></p>	<p>Print out of chat spaces from each webinar</p> <p>Highlight key concerns, questions, possible new topics, themes</p>	<p>To monitor level of engagement, plan for future activities and identify concerns, questions and emerging themes and post them on website and reference in webinars</p>
<p>Number of participants accessing archived webinars</p> <p><i>Nov, Dec, Feb, March</i></p>	<p>E-mails to participants who did not attend live webinar with request to confirm that they accessed archived webinar</p> <p>Monitor posted reflections</p>	
<p>Activity on website</p>	<p>Monitor x2 weekly</p>	<p>To monitor level and quality of engagement and to use opportunity to connect to members by</p>

<p><i>Report Dec 15, Feb, April 15</i></p>		<p>responding to all posts and referencing posts in webinars</p>
<p>Results from final survey questions related to participation</p> <p><i>May 17, 2015</i></p>	<p>Develop at least five questions that explore participants' experience participating in the community of practice</p>	<p>To inform future communities of practices and to share with participants to consider in their own professional development work</p> <p>To report to sponsors</p>
<p>Sharing of professional learning plan</p> <p><i>May 17, 2015</i></p> <p>Submitting results of professional learning</p> <p><i>by December 2015</i></p>	<p>Plans should be submitted on template.</p> <p>Plans will be shared at May 17 face-to-face day.</p> <p>Final plans, with impact statements, to be submitted by end of May to be eligible for professional learning grant.</p> <p>Consider developing criteria to assess quality of plans</p> <p>During May session, with the support of facilitator, develop impact statements for all professional development plans and create reporting template.</p>	<p>To monitor level and quality of engagement and create value for participants by sharing plans amongst all participants</p> <p>To report to sponsors</p>
<p>IMPACT</p>	<p><i>Strategy for collecting data</i></p>	<p><i>How it will be used</i></p>
<p>Examples shared by participants</p>	<p>Create activity in 2nd, 3rd and 4th webinar to encourage participants to reflect on shifts they are seeing in their district.</p>	<p>To model different strategies for gathering evidence and to motivate members to collect data</p>

<i>Dec 2, Feb 4, March 4</i>	.	on their sites To report to sponsors
Survey data	Create 5 survey questions asking participants to reflect on the impact of the community of practice on their own practice and on their district practice related to programming for students with significant disabilities and the goals each group set at the beginning of the project	To build professional learning of all members To report to sponsors
Impact data related to follow-up professional learning event planned by district		To build professional learning of planning team To report to sponsors

Purpose is paramount

Successful and sustainable communities of practice have focused, well-defined purposes that are directly tied to the sponsoring organization’s mission. Purposes need to be defined in terms of the benefits to the community’s stakeholders (e.g., students, teachers, school leaders, school communities) and the specific goals that that the community is organized to meet.

Purposes can be categorized into four overarching areas of activities:

- Developing relationships
- Learning and developing practice
- Carrying out tasks and projects
- Creating new knowledge.

These activity areas create a framework and language for the community to use to understand and document success about achieving the purpose, meeting goals, responding to needs, and making decisions about future actions.