**MassCUE Evaluators – Individual Program**

**Westford Public Schools**

**www.sun-associates.com/projs/westford**

**Day 2 – 10/30/13 – Developing Data Collection Tools**

 **8:30am – 2pm**

I. Creating Data Collection Questions Connected to Indicators

* Mapping questions to an indicator – An Example
* Different Questions for Different Data Tool Types, Examples and Issues
	+ Surveys
	+ Focus Groups
	+ Interviews
	+ Observations
	+ Other?

II. Team work to Develop Questions

WORKING LUNCH…bring your own (10 min break to get food)

III. Continuing to Work on Questions

* Team time to continue working on questions and to create a timeline

IV. Next steps

* Assigning Responsibilities for Completing Tools
* Thinking about Data Collection Logistics
* Setting Next Meeting (and interim contact)