



Collaborative Data Inquiry Practitioner Toolkit: Team Meeting Exit Ticket

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Authors:

Lindsay Brown, New York University

Kate Laguarda, SRI

Selin Capan, SRI

Candice Bocala, Harvard Graduate School of Education

Paul Burkander, SRI

Instructions:

The Collaborative Data Inquiry (CDI) Practitioner Toolkit's Team Meeting Exit Ticket is designed to capture team members' experiences in an instructional team meeting that was observed. The Exit Ticket should be administered to all team members at the end of each observed meeting, as it asks them to reflect on their participation and learning during the meeting. Additional guidance on Exit Ticket administration is available in the CDI Practitioner Toolkit's User Guide.

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Team Meeting Exit Ticket

Thank you for participating in today's instructional team meeting. This exit ticket is anonymous and will take about 5 minutes to complete. Instructional leaders in your school or district will review the aggregated responses from your team to better understand how they can best support collaborative data inquiry in your school or district.

(1) (Q1) Date: _____

(2) (Q2) School Name: _____

(3) (Q3) Team Name: _____

(4) (Q4) In today's meeting, which of the following would best describe the phase of work your team was engaged in? (Select all that apply.)

- Getting organized or preparing for teamwork (Q4_1)
- Identifying a problem or a focus for data inquiry (Q4_2)
- Gathering evidence (Q4_3)
- Analyzing evidence (Q4_4)
- Developing an action plan (Q4_5)
- Implementing an action plan (Q4_6)
- Assessing an action plan and making adjustments (Q4_7)

(5) (Q5) How strongly do you agree or disagree with the following statements about the meeting that you participated in today? Consider just the meeting today.

Strongly disagree (1)	Disagree (2)	Somewhat disagree (3)	Neither agree nor disagree (4)	Somewhat agree (5)	Agree (6)	Strongly agree (7)
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The data we examined today gave me useful insights into my students' learnings and/or into my own instructional practices. (Q5_1)

In today's meeting, our team had access to data that supported productive discussion about important instructional issues. (Q5_2)

Strongly disagree (1)	Disagree (2)	Somewhat disagree (3)	Neither agree nor disagree (4)	Somewhat agree (5)	Agree (6)	Strongly agree (7)
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Our team has agreed on the next steps we will take based on our review, discussion, or analysis of data today. (Q5_3)

I have a clear understanding of the next steps I will take after today's meeting. (Q5_4)

I plan to make changes in my professional practice as a result of today's discussion. (Q5_5)

(6) (Q6) How strongly do you agree or disagree with the following statements about your experience on your team? Consider not just today's meeting, but your entire experience on this team so far this school year.

Strongly disagree (1)	Disagree (2)	Somewhat disagree (3)	Neither agree nor disagree (4)	Somewhat agree (5)	Agree (6)	Strongly agree (7)
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In general, my team has chosen to focus on issues that are tied to student outcomes. (Q6_1)

Our team generally does a good job aligning our work with grade-level and content standards. (Q6_2)

I feel comfortable expressing my views in team meetings, even when the topic is challenging. (Q6_3)

I have a voice in my team's decision-making process. (Q6_4)

I feel that everyone on our team is working toward the same goal. (Q6_5)

Strongly disagree (1)	Disagree (2)	Somewhat disagree (3)	Neither agree nor disagree (4)	Somewhat agree (5)	Agree (6)	Strongly agree (7)
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I learn things from the data and feedback shared during team meetings. (Q6_6)

I learn things during team meetings that I would not have thought about on my own. (Q6_7)

I have made changes to my professional practice as a result of the discussions I have had with this team. (Q6_8)

I believe that as a group, this team is improving teaching and learning for students. (Q6_9)

(7) (Q7) Is there anything else you would like to share about how today's meeting went?



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Silicon Valley

(SRI headquarters)
333 Ravenswood Avenue
Menlo Park, CA 94025
1.650.859.2000

Washington, DC

1100 Wilson Boulevard
Suite 2700
Arlington, VA 22209
1.703.524.2053

education@sri.com

www.sri.com/education-learning/