

# Collective Wisdom Data Analysis Protocol



Distribute page 2 of this document to participants. It is not necessary to distribute page 1.

## Instructions

A data protocol is the key to an organized process that will ensure proper analysis, organized thinking, and equity of voice. Here are the key aspects:

- The exercise is **45 minutes in length** (though modifications are discussed below)
- Conducted with **groups of 4-8 people** (sitting at their own table, if part of a larger group meeting)
- There is **one table leader for each group** (whose main job is to keep everyone on track using the protocol; they don't necessarily need to do any prework)
- There should be at least **one person in the room who is intimately familiar with the data** and can answer questions (they can hop from table to table if it's a big group)

## Pework

- Ensure the data is **individually accessible to every participant** (paper copy, computer access, etc.).
- Print out a copy of the protocol for each participant (**page 2 of this document only**).
- **Determine the layout of the room.** If the group is large, split into breakout groups of 4-8 people each.
- Decide how groups will be determined to **maximize diversity of thought**. Try to reduce the number of people with similar job titles in the same group.
- Create a method for **assigning a table leader and a notetaker** for each group. The table leader will facilitate the discussion using the protocol. The notetaker will keep notes from the discussion. These two people can also be participants in the data review.

## Note to Table Leader

- Your job is to **facilitate the discussion** according to this protocol. You do not have to be an expert on the data; you just need to be the referee who keeps everyone on track.
- You might want to consider turning the first few minutes of each section into **"quiet time"** so that participants can gather their thoughts. This is especially important for Step 2, when they first spend individual time with the data.
- **Don't let anyone jump ahead.** If, for example, someone tries to interpret the data before step 3, politely remind them that we will get to interpretation shortly.

## Postwork

- If the small groups are part of a bigger group (such as an individual table in a larger meeting), consider having each table **share out** after they have finished their analysis.
- **Collect the notes** from the notetaker for future review.

## Modifications

- If the meeting length needs to be adjusted, try to keep roughly the **same time ratios** for each step. So, ~22% for Steps 1, 2, 3, and 4, and ~11% for Step 4.
- If you want to take this one step further, have the group begin developing **SMART goals** as Step 6.

# Collective Wisdom Data Analysis Protocol



## Introduction

A data protocol is the key to an organized process that will ensure proper analysis, organized thinking, and equity of voice. In this exercise, groups will walk through the protocol step-by-step, being careful not to jump ahead until it is the correct time to do so. This will ensure prior assumptions are minimized until the data has been examined thoroughly.

## The Protocol

### Step 1: Get Familiar with the Data (10 minutes)

- Review the data set together.
- Clarify what each part of the data shows (e.g., dates, student groups, assessments).
- Ensure everyone has a shared understanding of what they are looking at.

### Step 2: State the Facts (10 minutes)

- Describe what you see without interpretation.
- Focus on observable trends, patterns, and numbers.  
*Example: "60% of students scored below proficiency on the writing assessment."*

### Step 3: Interpret the Data (10 minutes)

- Ask: What might explain these results?
- Discuss possible causes, including instructional, systemic, or environmental factors.  
*Example: "Writing instruction was interrupted due to snow days."*

### Step 4: Identify Gaps in Understanding (5 minutes)

- What don't we know yet?
- What questions do we still have?
- What additional data or perspectives do we need to fully understand the situation?

### Step 5: Decide on Next Steps (10 minutes)

- What actions should be taken based on the data?
- Who will do what, and by when?
- How will we monitor progress or revisit the data?