

Louisiana Department of Education (LDOE)
Training to Develop Believe and Prepare Teacher and Mentor Surveys
March 18, 2019

Session 1: Survey Design and Initial Planning, 9:00–11:30 a.m.
Participant Agenda

Objectives

- For Regional Educational Laboratory (REL) and LDOE staff to meet face-to-face and start developing a comfortable working relationship.
- For LDOE staff to gain a broad understanding of the principles of survey design.
- To develop a working draft of topics that the teacher and mentor surveys should cover.

| Time | Topic and Description |
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| 9:00–9:15 a.m. | Welcome, introductions, and training overview Introductions of REL Southwest and LDOE staff. Training session topics and goals. |
| 9:15–9:45 a.m. | Presentation: Overview of survey development process Overview of the survey development process. The presentation will cover clarifying the purpose and use of survey results, identifying a target population and sample, determining the best sources of needed information, and outlining survey topics. |
| 9:45–9:55 a.m. | Break |
| 9:55–11:15 a.m. | Facilitated discussion: Initial considerations <ol style="list-style-type: none"> 1. What does LDOE want to learn from this data collection effort? What is now unknown that will be better understood by collecting these data? What decisions will the data inform? 2. What is the target population for these data? Are there others besides the center directors or teachers themselves who can provide relevant data? Are there other sources of data that can be accessed or collected to understand the important issues? What are the main survey topics we will need to meet our goals? |
| 11:15–11:30 a.m. | Facilitated discussion: Closing and next steps Overview of the three training sessions and discussion of timelines for completion of key survey development components (for example, survey completion, cognitive interviews, and survey administration) Overview of training session 2. |