



Regional Educational Laboratory Southwest

Survey Development Workshop 4: Survey Administration

Louisiana Department of Education
Training to Develop Believe and Prepare Teacher and Mentor Surveys
April 29, 2019

1:30 p.m.–3:00 p.m. CT

Participant Agenda

Objectives

- For Regional Educational Laboratory (REL) Southwest and the Louisiana Department of Education (LDOE) staff to discuss progress on survey development and to revisit the overall timeframe.
- For LDOE staff to gain an understanding of calculating response rates, best practices for achieving higher response rates, and survey administration procedures.
- To develop a plan for survey communication and administration.

| Time | Topic |
|----------------|---|
| 1:30–1:35 p.m. | Introductions and overview |
| 1:35–1:55 p.m. | Discussion: Survey development progress |
| 1:55–2:15 p.m. | Presentation: Survey administration |
| 2:15–2:55 p.m. | Facilitated discussion: LDOE survey communications and administration |
| 2:55–3:00 p.m. | Facilitated discussion: Next steps for survey administration |