

## Handout: Planning for Biliteracy-Bilingualism Seal Focus Group Study

### 1. Define what we want to learn and why

- Clarify and gain consensus on project goals and what actions will be taken based on the findings.
- Prioritize focus group topics that best align to those goals.
- Choose one or two topics to explore fully rather than try to cover too much.

What do we want to learn from these focus groups?

What decisions, actions, or new resources will the data inform?

How does PED currently support the Seal implementation and how will that be improved with better information?

If we knew more about \_\_\_\_\_, we could \_\_\_\_\_ more effectively.

Are there other sources of data (for example, administrative data, district websites or other district document reviews) that can be accessed or collected to understand the important issues?

What are our main topics for the focus groups? What are the highest priority topics?

## 2. Determine participants

- Choose participant types whose perspectives are most informative and aligned to the project goals.
- Include multiple participant types if multiple perspectives are important.
- Typically want multiple homogenous groups representing each important subgroup.

Who can best report on this information? Who should we include as focus group members?

What school/district roles need to be represented?

What types of schools and districts need to be represented? Non-adopter districts? Adopter districts with few Seal earners, many Seal earners, different pathways types?

Timeline and roles		
When	What	Who
July	In-person meeting: Initial planning	Team
Aug	Create first draft focus group protocols	REL SW
Aug	Virtual meeting Protocol review, sampling and recruitment	Team
Aug-Oct	Recruit participants	?
Aug-Sept	Facilitate further protocol reviews	?
Sept	Finalize protocols	REL SW
Sept-Oct	In person meeting: Review protocol, plan coding, practice moderator techniques	Team
Nov 13-16	Conduct focus groups (moderators and notetakers)	REL SW and ?
Nov-Dec	Transcribe focus group audio tapes and prepare data for coding	REL SW
Dec	Meeting 4: Coding data together (webinar)	Team
Dec	Finish coding and send to REL SW	?
Jan	Compile coded data, prepare for analysis	REL SW
Jan	Meeting 5: Analyze data, discuss findings and next steps	Team
Feb	Draft ideas for guidance and resources, and communication plan	REL SW
Feb	Meeting 6: Finalize guidance and resources and communication plan	Team