

## *Some Thoughts on Focus Group Work*

**Structure the work in small work groups (5-7).** For example, have several small groups respond to the same criterion. Your work will be to collapse and edit. At a next meeting, share drafts and ask a new small group to add, clarify, correct.

**Respond to the criterion in the order issues are raised within the criterion** using the questions raised by the data to focus your work. Use the **rubrics** (WASC/CDE to help better understand the criteria). Use the “**suggested evidence**” in the Guide Questions to stimulate thought/ideas. These lists of “suggested evidence” are not intended to be required evidence, an outline for the criteria response, NOR research topics for group members. Use the **additional prompts /indicators** as further help.

**Differentiate and disaggregate** by indicate who is or who isn't within your statements by groups

- Student groupings (AVID students; EL students, women students)
- By grade level (ninth....)
- By department (in Fine and Practical Arts, in the English Department, in all departments except Knitting)

Use “**chunky**” evidence. See list for examples. However, sometimes you must be very specific.

**Create consistent language**, for example:

Faculty = credentialed teachers, counselors, library media teacher, administrators

Pupil personnel = counselors, speech therapist, psychologist

Staff = everybody

Classified/Support staff = not faculty

If you know the number, use it. Use whole number % only. 75% 27%

If you don't know the number, but want to quantify, consider this hierarchy

Almost all = about 90%

Most = about 75%

About half = 50%

Some = about 25%

A few = about 10%

If you don't know all the details, **include the big idea**. Someone else will know the details.

**If you think some ideas don't fit within your criteria, indicate where you think it should go.**

For example, something about tutoring in the Assessment and Accountability response might better go in the Support response.

You'll get lots of ideas about how to fix the problem. Capture them! They go in the Action Plan. Help that work along!