

Instructional Practices: Grading and Assessment
5-25-2021
2:45-3:30

Agenda:

- 1) Assign roles
- 2) Review notes from 5-4-2021
- 3) Discuss survey: who to administer to and when?
 - Amanda shared two survey options: one in the form of a Survey Monkey and the other with a longer narrative format.
 - Could launch the survey now with the plan to move forward with that date in the fall?
 - Discussed how to define what data we actually want to collect.
 - Is it possible to edit questions and chunk them out in a way that is more concrete?
 - Then we can actually get data in the form of “percentage of faculty responded XYZ.”
 - Word it so we can use the same survey at the middle school as well.
 - This might be part of the final check-out (get a signature on the form) staff has to complete before we leave for the summer.
 - Communicate clearly that this is descriptive only (not to judge decisions) by adding a little blurb at the top
 - We should capture info about courses and levels taught.
 - Settle on final draft of survey by next week so we can get it out next week (week after Memorial Day).
 - Amanda shared an editable draft of the survey with everyone present so we can tweak collectively.
 - How will we know when it’s ready to distribute?
 - Grading Policies are already public, so we should be able to ask respondents their names. Helpful to know what department, levels, and grades taught, as what’s assessed should be tailored to the needs of the students.
 - Ability to complete survey more than once for those of us who teach more than one course (which is all of us at HBHS).
 - Summative v. formative question would also be useful.
 - All members invited to offer ideas for wording as well as additional questions to add to the survey.
 - Amanda expressed support for the opportunity to explain why they do what they do -- important info to capture.
 - How much time is it reasonable to expect teachers to use to complete this survey?
 - Discussed launch dates. Landed on Thursday, June 10.
 - Amanda send an email out now/soon describing what’s coming so everyone can think about it beforehand.
 - After survey goes out, send reminder emails.
 - Final collection date for survey, Monday, June 21.
- 4) Define the role of administrators in this process
- 5) Do we need a “Refreshed” membership, and if so, who needs to be brought in?

- 6) Revisit some of our main questions to identify where we can start to define some proposed research and action--may be better at the next meeting?

Sub topic: where are we in our process? Revisit [initial process questions](#)

- 7) Next meeting? Summer timeline?

Next meeting date will be either Monday, June 7 or Tuesday, June 8.

Meeting ended at 3:39.

Discussion: survey?