

DARO

Making Your Data Work For You

CESBA's Building Data Capacity in Adult and Continuing Education Toolkit



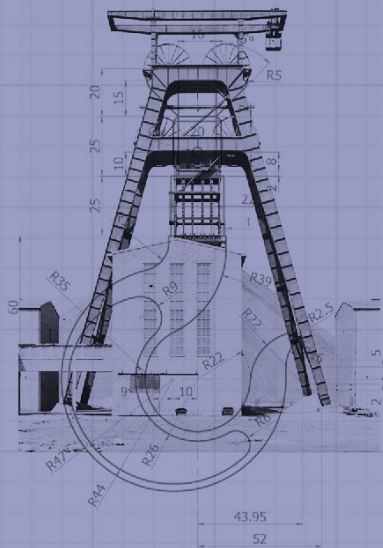
Introductions



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Agenda

Introducing the CESBA Data Toolkit

Development of the Toolkit

Part 1: Current State

Part 2: Learning Agenda

Developing your own learning agenda



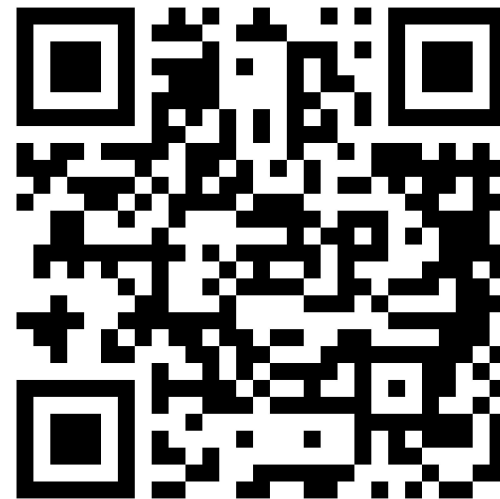
Introducing the CESBA Data Toolkit

Introducing the Toolkit



Building Data Capacity in Adult & Continuing Education Toolkit

V.1 - 2024



<https://cesba.com/resources/building-data-capacity-in-ace-toolkit/>

Development of Toolkit



Spring 2023

Establishment of DIPS committee, focusing on building a Data Action Plan (DAP) for the Adult and Continuing Education system



Summer 2023

Data Action Plan Finalized highlighting the need for shared school board resources



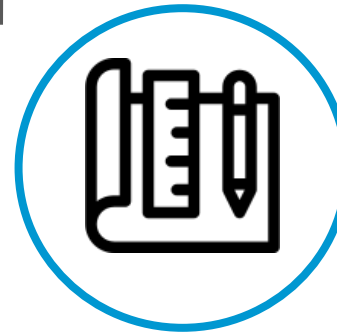
Fall 2023

DIPS reimaged as a learning community to support school boards in their data journey



Spring 2024

Data Capacity Toolkit Build based on the learnings from DIPS over the last year



Fall 2024

Data Capacity Toolkit launched at CESBA conference



What is DIPS?



- The Data Implementation Planning Strategy (DIPS) Advisory Group was established in April 2023 to explore how the A&CE sector can collect and use data to communicate the impact of programming.
- DIPS members provided input and guidance on the challenges and opportunities for data use in the sector.
- DIPS members underwent their own data journeys over the past year, in community with fellow DIPS members and with support from CESBA and DARO

Thank you to DIPS Members

- Algonquin & Lakeshore Catholic District School Board
- Conseil Scolaire Catholique de District des Grandes Rivières
- Conseils des Ecoles Publique de L'Est de l'Ontario
- Dufferin Peel Catholic District School Board
- Durham Catholic District School Board
- Hamilton–Wentworth Catholic District School Board
- Renfrew County District School Board
- Simcoe County District School Board
- Sudbury Catholic District School Board
- Thames Valley District School Board
- Upper Grand District School Board
- Waterloo Catholic District School Board
- York Region District School Board



Data Toolkit



Part 1

Current State Assessment & Building Documentation

Part 2

Creating a Learning Agenda & Identifying Data Needs

Building Data Capacity in Adult & Continuing Education Toolkit is a collection of templates and guidance designed to support School Boards in effectively collecting, managing, analyzing and utilizing data on their students and programs.



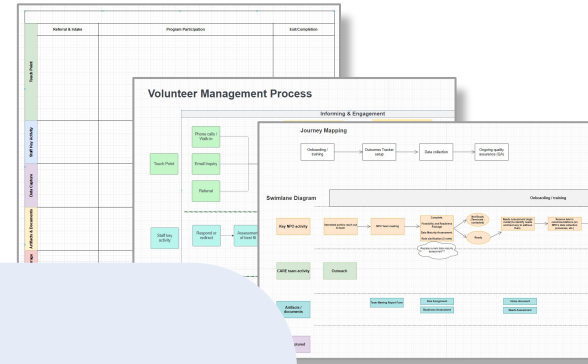
Part 1 – Current State Assessment & Building Documentation

Part 1

Current State Assessment & Building Documentation

Part 2

Creating a Learning Agenda & Identifying Data Needs



Sections:

- Define your data team & manage your data projects
- Assess your program's data maturity
- Map data collection, storage & access along the student journey
- Inventory documentation for data & technology

Templates & Tools

- [RACI Chart Template](#)
- [Project Charter Template](#)
- [Work Plan Tracker Template](#)
- [Data maturity assessments](#)
- [Process Mapping Template](#)
- [Data, Systems & Tools Inventory Template](#)



Part 2 – Creating a Learning Agenda & Identifying Data Needs

Part 1

Part 2

Current State Assessment & Building Documentation

Creating a Learning Agenda & Identifying Data Needs

Project Name:	
Project Lead and Coordinator:	
Start Date:	
End Date:	
Project Milestones:	Person 1
Project Milestone 1:	C
Project Milestone 2:	B
Project Milestone 3:	C
Project Milestone 4:	C
Project Milestone 5:	B
Project Milestone 6:	C
Project Milestone 7:	C
Project Milestone 8:	C
Project Milestone 9:	C
Project Milestone 10:	C
Project Milestone 11:	C
Project Milestone 12:	C
Project Milestone 13:	C
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Project Milestone 99:	C
Project Milestone 100:	C

PHASE I: Develop Data Work Group
Define data goals
Prioritize goals/activities
Create Work Plan

PHASE II: Map to Main Processes
Map processes for program A
Validate with program staff
Map processes for program B
Validate with program staff
Construct data Inventory
Validate data Inventory with staff

PHASE III: Scope and Select CRM
Scope system requirements
Identify best system and obtain app
Liaise with firms that specialize in it

Project Plan

Who will do it: The project team will track that work this phase of a specific location. The process described here is necessary to address the data and the right resources of data.

Once this step is completed, you can move onto tracking progress in a broader document if you so desire.

Phase I: Project planning & measuring - 1 month

Project Planning:	
Change Review:	
Tracking:	
Milestones:	

Phase II: Identifying set of initial indicators - 2 month

Define Key Indicators:	
Create feedback:	
Milestones:	

Milestones Timeline: Month - Month 2023

The table below represents being in examples of high-level milestones throughout the duration of the project.

Sections:

- Develop a learning agenda
- Collect necessary data
- School board examples

Templates & Tools

- [Learning Agenda](#)
- [Data Request Form](#)



Developing Your Own Learning Agenda

Activity – Developing your learning agenda



Learning agenda template

What are you observing?	What is your learning question?	What would the answer help you do?	Priority	Status of learning question

What are you observing?

What are you noticing in your data, classroom, school, community that is impacting your work?

What is your learning question?

What question(s) do you have about your observation?

What don't you know about the observation?

What about it is important for your work?

What would the answer help you do?

What would you do differently if you had an answer to your question? Who would need to be involved in turning an answer into an action?

Activity Continued – Identifying Data



Data request form template



Learning Question	What data do we need? (list specific fields where possible)	For what time period do you need the data? (e.g., school years, months)	Do we currently have this data? If so, where?	Will these data need to be prepared/cleaned for analysis?

What data do we need?

What data is required in order to answer your learning question?

Do we currently have this data?

Where is the data located?
How can you get access to it?

If you don't currently have the data, how can you go about getting it?



Appendix: Links

RACI



Project Name:

Project Lead and Coordinator:

Start Date:

End Date:

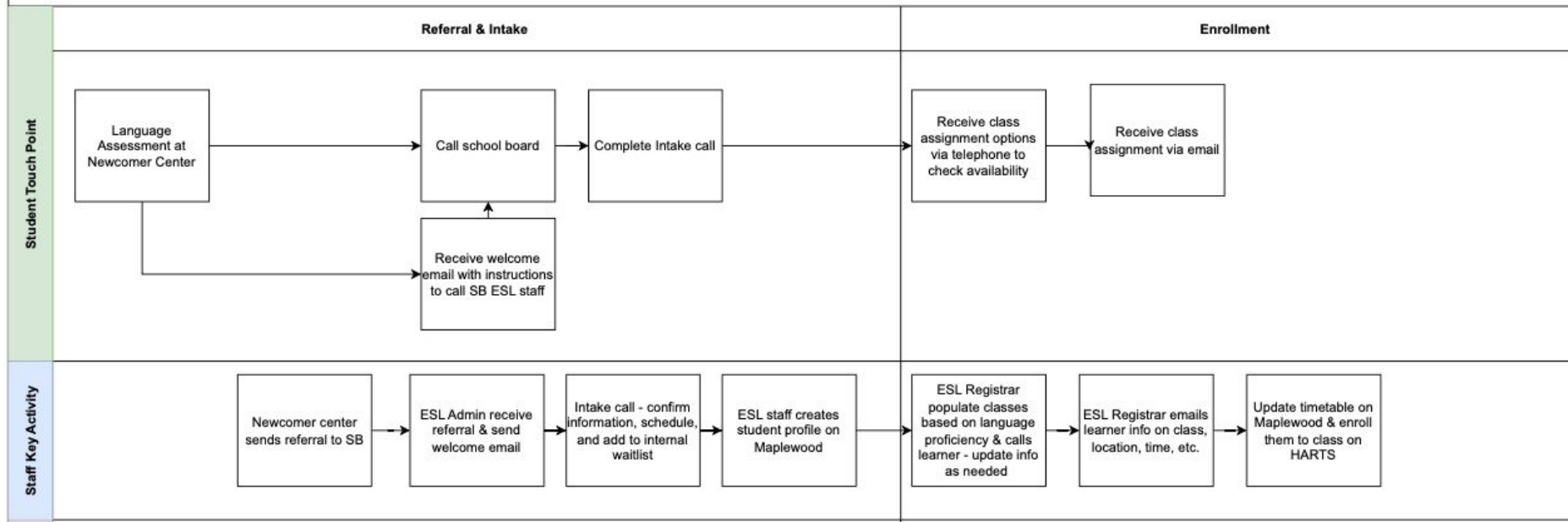
Project Milestones	Person						
	Person 1	Person 2	Person 3	Person 4	Person 5	Person 6	Person 7
Project Milestone 1	C	R	A	I	I	I	I
Project Milestone 2	R	C	C	C	A	I	I
Project Milestone 3	C	A	R	C	C	C	I
Project Milestone 4	C	I	C	A	I	I	R
Project Milestone 4	I	C	I	I	R	A	C

Workplan Tracker



	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	PROJECT PHASE, ACTIVITY	STATUS	OWNER	MAR 06 - 10	MAR 13 - 17	MAR 20 - 24	MAR 27 - 31	APR 03 - 07	APR 10 - 14	APR 17 - 21	APR 24 - 28	MAY 01 - 05	MAY 08 - 12	MAY 15 - 19			
2	PHASE I: Develop Data Work Group Work Plan																
3	Define data goals	Not started	Lucy														
4	Prioritize goals/activities	Not started	Carlos														
5	Create Work Plan	Not started	Kai														
6	PHASE II: Map Data Collection Along Student Journey																
7	Map processes for program A																
8	Validate with program staff																
9	Map processes for program B																
10	Validate with program staff																
11	Construct data inventory																
12	Validate data inventory with staff																
13	PHASE III: Develop new data collection plan																
14	Identify desired data points																
15	Map current data collection process to identify overlap, gaps, and areas of improvement																
16	Plan data collection calendar																
17																	

Process Mapping



Data System Inventory



	A	B	C
1	Name of dataset/source <i>(add link to master copy if able)</i>	Platform <i>Tool or technology that hosts the data</i>	Who owns this data source? <i>The person responsible for maintenance</i>
2	Student exit interviews	Google Forms	Sally McClellan
3	Student mid-term surveys	Google Forms	Farhad Ormazd
4	Class schedules	HARTs	Luna Lopes
5	Teri's special tracking spreadsheet	Excel	Teri Yazzi
6			

D	E	F
Who uses this source?	What is the primary reason this data is collected?	How often is the data updated?
Administration	To inform course planning for the following term/year	Quarterly
Administration	To inform current term strategy and identify ways to engage more students	Quarterly
Administration	To manage active class rosters, enroll new students, and assess class offerings	Daily
Teri's team	Tracking counseling touchpoints with students	Monthly