

Procedure to Conduct Title II and Other Professional Learning Session Evaluations

Professional Learning Session evaluations are conducted at the District level by the Department of Improvement and Innovation's (DII) Research, Evaluation, and Compliance Specialist on a weekly basis as well as upon request.

The Research, Evaluation, and Compliance Specialist obtains a list of all LSEA staff and creates a distribution list in Outlook prior to the start of the school year. The Research, Evaluation, and Compliance Specialist also creates the weekly survey for the academic year in the summer prior to the first weekly professional learning session in Survey Monkey. When fulfilling a survey request, the Research, Evaluation, and Compliance Specialist requests a distribution list from the person requesting the survey and designs and distributes said custom survey.

The weekly survey is then copied and used each week with a new date to survey LSEA staff attending late start Wednesday professional learning sessions. A custom survey link is created for all professional learning session surveys and emailed to the distribution list Wednesday mornings prior to the conclusion of professional learning sessions or upon request. A friendly email reminder regarding the availability of the survey is sent Friday morning (or two days after the initial email for custom professional learning session surveys).

Weekly surveys are closed the Monday after the professional learning session occurred. Custom professional learning session surveys are closed either at a time designated by the requestor or one week after the survey has been administered. All summary and individual data is downloaded from Survey Monkey the day the survey is closed. The Research, Evaluation, and Compliance Specialist then formats the spreadsheets to make data examination user friendly for a variety of stakeholders and distributes to building principals and program directors via email.

The Research, Evaluation, and Compliance specialist then creates a running District summary document by no later than Wednesday afternoon and submits on Thursday morning to the Executive Director of School Improvement. If satisfaction with the professional learning session is low (<80%), the Research, Evaluation, and Compliance Specialist also sends the District file with all responses on it to the Executive Director of School Improvement via email.