

Riverdale Thought Exchange Data Processing Protocol Artifact

Summary: During the fall of 2022, over 1400 qualitative pieces of data were collected from students, caregivers, and staff. That data was processed and organized over the course of two, two-hour facilitated sessions by 26 members of the community, whose membership included caregivers, teachers, classified staff and administrators. This data was used to develop a new strategic plan for the Riverdale School District and to judge the overall interests of the district's stakeholders at this time. Below is the Data Processing Protocol established and used by the group.

The Data

1. We have several different data sets:
 - a. Thought Exchange: Community
 - b. Thought Exchange: Student HS
 - c. Teacher Survey ELE
 - d. Teacher Survey HS
 - e. RGS Student Responses
- We have grouped those data sets by "bucket" and on the Thought Exchanges additionally by theme. Each data processing group will have access only to their specific bucket of data.

The Task: We need to "distill" the information into more specific categories/themes (there are many "like" or similar items throughout the data sets). We need to take the information in the "buckets," further group it by interest and initiative, making it more refined so staff can smith what you give them into actionable, strategic items.

**For thoughts it might be helpful to chunk/group them to efficiently process. For example, if there are 150 thoughts then one person takes 50, one person takes another 50 and so forth.*

Directions:

1. Preview/look through the data this weekend (arranged by bucket) that you were assigned. Each constituent group spoke to each "bucket." This is so you can become familiar with the format and structure of the data.

2. Read through the Thought Exchanges/surveys/interviews by your “Bucket” of work.
3. Group like items together and see if a theme (more specific than the bucket name) identifies the grouping. Examples: *STEM, DRAMA, Security System, Team Sports, etc.*
4. Tally/Mark/Note when a specific theme recurs more than once. Like, “*there are 5 STEM-related items, from robotics, to coding, to nature journaling, to integrated science projects, to MakerSpaces.*” This would be a “5-Tally” for STEM programming. Simple tallies can work. Again, this is about more general groupings; it doesn't have to be super specific.
5. Prioritize/rank your items by tally. The most tallies would be higher priority, than those themes with fewer tallies.
6. Summarize the results (add additional comments for description as necessary). No need to identify which constituent group identified what.

Example Written Summary: For the Bucket of Learning and Instruction there were 8 groupings in the following rank:

- **STEM:** This grouping is about integrated math and science opportunities to include examples such as, robotics, coding, etc.
- **Performing Arts:** This grouping is about adding additional opportunities to our current performing arts offerings.
- **Experiential Learning:** This grouping is about activities that take the learning and apply in real-life settings such as field trips, field studies, internships, etc.
- **Math Instruction:** This grouping is about math instruction, advanced placement options, and more math and science electives.
- **College Prep:** This grouping is about having more opportunities for students to take college level courses during their time at Riverdale.
- **Capstones:** This grouping is about culminating projects/experiences that students can do by subject/area of focus to include international studies, thesis, etc.
- **Preschool:** This grouping is about bringing the preschool back.
- **Other:** There were various thoughts ranging from blank to blank.

NOTE: Examples are helpful in your summary descriptions, especially if they are frequently listed.

NOTE*: In the different ThoughtExchanges (TE), there are additional columns listed next to each thought. Thoughts are ranked by everyone from 1-5, 1 being strongly disagree and five being strongly agree. Those average **scores** are listed on the TE Community Google Sheets. ThoughtExchange then **ranks** them based on their score - from highest to lowest. ThoughtExchange also uses AI that automatically **themes** certain thoughts based on keywords.

*Only ThoughtExchange has initial rankings - Data from our other groups do not.