


Sample Agenda for Cross-Departmental Meetings

DISTRICT NAME:

DATE AND TIME:

MEETING LOCATION:

TIME	AGENDA ITEM
 <p>40 minutes</p>	<p>Introductions</p> <ul style="list-style-type: none"> • Facilitator and district cohort member(s) introduce themselves <ul style="list-style-type: none"> ◦ Describe the impetus behind the project and what you hope to gain from this session • Participants introduce themselves, roles, and interest in this effort <hr/> <p>Defining student/program success and informed decision-making</p> <ul style="list-style-type: none"> • What decisions are driven by data in your area? • How do we currently measure success through the data we have access to? <ul style="list-style-type: none"> ◦ For students? ◦ Programs? • How confident are you in your decision-making based on the current state of your available data?

Data Governance

- Facilitator describes what we mean by data governance.
- How does current data governance affect the usability of your data?
 - Is there a defined process for data sharing, data quality checks, and agreement on data definitions across the organization? In your area?
 - **ACTIVITY:** Consider the data governance processes that you currently use. Which of these processes have proven effective in your district and why? Note these for later discussion.
- What are some of the gaps of the process currently in place?
 - Is the data collected and managed in order to understand barriers to success for marginalized communities? Is there any bias built into the current processes that needs to be addressed?
 - Where does the process fall apart when trying to use the data effectively? Access? Data quality? Lack of communication across the organization?
 - Is there a lack of representation or voice from traditionally marginalized communities? Is this data valued by them?
 - What feedback have you gathered from students to center and elevate their voices in the collection and use of their data? Is the whole child and their assets valued in the data governance process?
 - Are there gaps in the actual data you know you need, but can't access?
- Group sharing of examples of effective data governance policies their district employs.



20 minutes

Data Usage & Sharing

- How are you using data now in your day-to-day activities?
 - What data is required to complete your tasks?
- What are the sources of the data you use or need?
 - Are they internal to your department or external?
- How do you share data and how is data shared with you?
 - What does the data sharing workflow look like in both cases?

Next Steps

- Outline next steps in the Data Ready program.
- Provide a timeline for participants' next involvement on the project.