

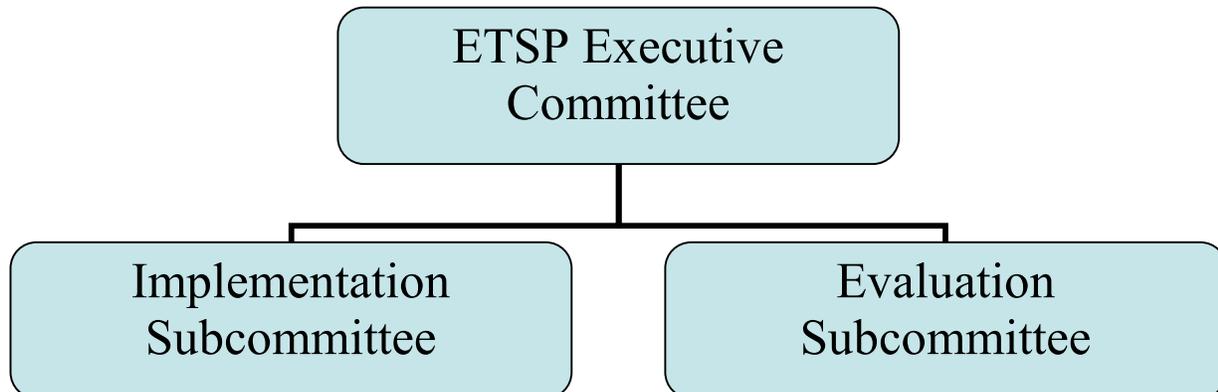
## 7. MONITORING AND EVALUATION COMPONENT CRITERIA

**7.a. Description of how technology's impact on student learning and attainment of the district's curricular goals, as well as classroom and school management, will be evaluated.**

District administrators and other central office staff members will be responsible for the oversight and coordination of the Educational Technology Plan's implementation. The district will form the Educational Technology Strategic Plan (ETSP) Committee to oversee ongoing planning, implementation, monitoring and evaluation of the ETSP. The Superintendent or designee will name representatives of district schools and central office departments to serve on the ETSP Committee. Stakeholders groups will be represented on three subcommittees:

1. The Executive Committee, which will include the leadership of each district division, will be responsible for the oversight of the EETT formula grant program and the overall implementation of the ETSP.
2. The Implementation Subcommittee, which will consist of representatives of each of the key district departments participating in the implementation of the plan plus student, teacher, site principal and community representatives. This Subcommittee group will review the implementation plans and their progress in achieving them on an ongoing basis. Subcommittee members will coordinate the implementation activities to promote successful integration of technology into teaching and learning.
3. The Evaluation Subcommittee, which will review the data collected by the implementation committee and program staff to determine whether the ETSP is achieving its objectives and goals. The Evaluation Subcommittee will include representatives of the district divisions implementing the plan, other district administrators, teachers and staff, and students, parents and community members who accept the invitation to serve on the committee.

The organization of the Educational Technology Strategic Plan Committee is presented below:



The Educational Technology Manager will serve as lead staff to the ETSP Executive Committee and Evaluation subcommittee. At the beginning of the first year of the plan, the Educational Technology Manager and staff will identify all of the evaluation data needed for the plan, the baseline for that data, and the additional requests for site and central office staff feedback that will be required to evaluate the achievement of each objective.

The Educational Technology Manager and staff will meet regularly with the Implementation Subcommittee to monitor progress in the implementation of the Plan. The Educational Technology Manager and staff will provide the Evaluation subcommittee with quarterly briefing reports of progress in implementing the plan, and will provide annual data on the impact of technology on student learning and attainment of the district's curriculum goals. The annual benchmarks for each objective that are listed in the plan will be used as indicators of success.

The ETSP Evaluation subcommittee will review these reports at their regularly scheduled evaluation meetings, and approve the quarterly evaluation briefing report. Each summer (at the end of a project year), the ETSP Evaluation subcommittee will conduct an in-depth evaluation review. As part of this evaluation process, the ETSP Committee will review reports from staff responsible for implementing each component of the plan, the results of the annual CTAP<sup>2</sup> technology use and proficiency surveys, the annual State Technology Survey, and annual data on student achievement (including STAR assessment results).

**7.b. Schedule for evaluating the effect of plan implementation.**

The Evaluation Subcommittee will meet during the first quarter of the ETSP plan duration (between July and October, 2005) to review the data to be collected for the evaluation of the Plan, the sources of that data, and to identify and develop additional surveys and questionnaires needed to obtain all of the information required to assess the progress in implementing the activities of the plan and the student and teacher outcomes that result.

The Educational Technology Department Manager and staff will prepare quarterly briefing reports that summarize the information available and collected each quarter. The Evaluation Subcommittee will then meet regularly during each Plan year to review and discuss the briefing reports prepared by staff. The Evaluation Subcommittee will review and analyze the progress made in implementing scheduled activities within each objective of the plan, progress in implementing hardware and software components of the plan, and participation in data collection activities (including site participation in the State Technology Survey and teacher and administrator participation in the CTAP<sup>2</sup> Technology Use Survey). The Evaluation Subcommittee will discuss their findings, identify potential areas for change in program activities and their implementation, and will forward their recommendations to the Implementation Subcommittee for discussion and feedback.

The Evaluation Subcommittee will then conduct a summary evaluation of program progress and student, teacher and staff outcomes at the end of each ETSP program year (in July or August of each year, starting in 2006).

**7.c. Description of how the information obtained through the monitoring and evaluation will be used.**

The ETSP Evaluation subcommittee will use the results of the regular program reviews, feedback from the Implementation subcommittee, and the annual outcomes review to identify the most successful practices and areas in which challenges have been encountered and improvements are needed. The Evaluation subcommittee will identify potential changes and improvements that could be made to the Educational Technology Strategic Plan based on their analysis. The Evaluation subcommittee will make recommendations for changes to the plan to the ETSP Executive Committee for their review. The ETSP Executive Committee will review the Evaluation subcommittee's reports, and will develop findings and recommendations concerning changes to the plan. The ETSP Executive Committee will then review their findings and recommendations with the full ETSP Committee, which will reach consensus on the findings and recommendations to be forwarded to the district Executive Management Team and Board of Education.

The Educational Technology Manager and staff will draft an annual report to the Superintendent and Board relaying the ETSP Committee's findings regarding the successful implementation of the SDCS Educational Technology Strategic Plan. The ETSP Committee will approve and then forward the annual report to the Superintendent and Board of Education concerning their findings and recommendations. Reports of implementation progress and the changes made to the plan will be sent to the District's Executive Leadership Team so that they can make informed decisions concerning funding, training and support.

The ETSP Committee also will share their data and conclusions with all key stakeholders, including teachers, school site administrators, central office staff and administrators, parents, students and community members. Information will be shared through the district Intranet system, by posting summaries of ETSP Committee findings on the district website, and through ongoing newsletters and other forms of district communications with parents and the community. The results of the evaluation will be shared at Principals' meetings and will be reviewed with site technology teams so that they may make appropriate modifications to their site plans.