Analyze: Survey Data

Facilitator Guidance Document

Why It's Important

- Surveys can provide crucial feedback to any school. There are numerous benefits to collecting and analyzing survey feedback:
  - **Broad Reach:** Surveys are a convenient way of getting feedback from a large audience.
  - **Measuring the Difficult to Measure:** Surveys allow schools to collect data on items that are typically difficult to measure, such as perceptions, morale, or climate.
  - **Change Over Time:** Surveys allow schools to see gains over time. By asking the same question in subsequent surveys, the school can better understand if their efforts are achieving their desired impact.
  - **Crucial Insights:** The anonymous nature of surveys offers a way to get feedback from stakeholders that they may be reluctant to offer in person.
  - **Increased Partnership and Collaboration:** Providing a platform for feedback helps promote dialogue and engagement between students, staff, and parents about school culture and climate
- Stakeholder surveys are a helpful place to start learning more about how previous efforts have been perceived by the school community prior to developing and implementing new efforts.

How Survey Analysis Fits into the Improvement Planning Process

- The Survey Analysis is one of the three *Analyze* activities within the Improvement Planning process. This should be done after *Envision* and before *Listen*.

Needs Assessment and Plan Development Activities	Envision: Exploring the Vision, Values and Aspirations for the school	Analyze: Internal and External Data	Analyze: Survey Data	Analyze: Completing and Discussing the Tenet 1 Inventory	Listen: Interviewing Students	Putting it all Together: Completing the SCEP Planning Document	Writing the Plan	Plan Approval and Next Steps

- The *Analyze* activities can occur in any order, but teams will need to keep in mind that they may need to wait for the survey data to be available before this activity can be completed. While teams may be tempted to skip ahead if data is not available, the survey analysis is designed to occur before the Student Interviews to allow an opportunity to develop interview questions that may provide more insights into some of the observations from the survey analysis.

Facilitator Guidance

Potential for Customization

The facilitator or team may modify the structure of the meeting or the prompts offered. The facilitator should read through the outline below in advance of the meeting to determine if or where adjustments may be appropriate.

Planning for Your Meeting

- Distribute your survey response data to all participants prior to the meeting.
- Encourage participants to review the data before the meeting.
- In the interest of time, you may choose to provide participants with the questions from the facilitated activity below prior to meeting so that they can make note of their observations ahead of time.

- The Survey Analysis Worksheet is intended to be completed at least once for Staff Surveys, once for Parent Surveys, and once for Student Surveys.
- Teams may opt to examine surveys according to specific focus areas based on how the survey is organized. Teams that review the data according to a specific focus area may see a benefit in completing multiple Survey Analysis Worksheets for each survey reviewed. For example, a team that reviews student survey data through the focus area of *Safety* and then reviews student survey data through the focus area of *Curriculum* would complete two worksheets based on the Student Survey.
- Tips for successful analysis:
    - Analyze quantitative data first.
    - Consider statistical significance.
    - Consider causation versus correlation.
    - Compare recent data with past data if available.

Considerations to Promote Equity and Inclusion

As the team analyzes its survey data, it is important that the conversations take into consideration all stakeholders and address any barriers to diversity, equity, and inclusion.

In addition to making sure that all stakeholders are considered as part of the Survey Data Analysis activity the team completes, the following reflective questions are offered as suggestions for teams to consider as they explore their vision, values, and aspirations:

- How are the voices and perceptions of all stakeholders reflected in our survey responses? Are there any groups underrepresented or overrepresented in the survey data we are reviewing? If so, how does this impact what we are noticing?
- Were there barriers that may have made completing a survey more of challenge for some than for others? What do we need to keep into consideration knowing this information?
- How are we considering the perspectives and experiences of those whose survey responses do not align with the majority of responses, especially if those perspectives/experiences are from those from traditionally under-represented populations?
- Where do stakeholders' sense of belonging, wellness, and hope emerge within the survey responses?
- How will we adjust our plan and practices ongoing to support diversity, equity, and inclusion based on what we learn from our stakeholders? What new strategies might we consider based on what we discover?

Teams may also find the Department's resources on [Culturally Relevant and Sustaining Practices](#) and the Board of Regents' [Framework on Diversity, Equity, and Inclusion in New York's Schools: A Call to Action](#) useful in exploring this topic further.

Conducting Your Meeting

Completing Survey Analysis Worksheets

1. Distribute the Survey Analysis worksheet and ask the team to refer to the Staff Survey data distributed earlier.
    a. Ensure that the participants understand the information presented and how to review it.
    b. Review the Survey Analysis worksheet and question prompts. Emphasize the entries in the "Notice" column should be limited to facts about the data, rather than speculations.
    c. Caution the use of terms that lead to speculation, such as, "because," "therefore," "it seems," and "however."

2. Most surveys are broken down into different topics or focus areas (i.e., climate and culture, instructional practices, school leadership, etc.). Identify as a team which Staff Survey topic or focus area to examine first. If the survey is

not organized around focus areas, the team may decide to consider all of the questions in the Staff Survey, rather than a subset.

3. Ask participants to study the data independently and record initial observations on the Survey Analysis worksheet.

4. After providing a short amount of time for initial observations, have individuals work together, either as one large group or several smaller groups, to discuss observations.

5. Report out findings into one entry for the team. The facilitator may want to chart and visually capture overlaps with tick marks, stars, etc.

6. If desired, repeat the process above for a Staff Survey second topic or focus area.

7. If a second topic is reviewed, complete the "Making Connections" section as a group and identify any trends that may occur across both focus areas reviewed.

After completing the Survey Analysis worksheet for the Staff Survey, repeat the process with the Parent Survey and the Student Survey.

Completing the Survey Summary

After the team has completed at least one Survey Analysis worksheet per Staff, Student, and Parent Survey, ask the team to complete the Data Summary by looking across all three surveys.

Survey Analysis Worksheet

SURVEY:

FOCUS AREA:

Considering What the Data Reveals

Prompts	Notice: *Only Facts - No Opinions*	Wonder: *What questions do you have?* *What do you need to know more about?*
Which questions received the most favorable responses?		
Which questions received the least favorable responses?		
If the data is disaggregated by subgroup, grade-level, etc., what similarities do we see in the responses of each group?		
If the data is disaggregated by subgroup, grade-level, etc., are there areas where responses differ across the different groups?		
Are there responses that surprised us?		
Is there anything else that stands out when looking at this data?		
How does this data compare to previous survey responses (if applicable)?		
Other:		

Making Connections

In looking at our responses, what connections or trends do we see within this survey data?

What connections or trends do we see across the other focus areas or surveys we have reviewed?

Survey Summary

After reviewing all our survey data, are there trends that are consistent across multiple stakeholder groups?

After reviewing all our survey data, are there trends that differ across stakeholder groups?

What did we learn from reviewing this data that we did not know before?

After reviewing our survey data, what questions remain that we want to explore further?

After reviewing our survey data, what other data might we want to review?