

## **Survey Methods Workshops** **Tuesday, June 27, Room CC-16**

**9-9:55 a.m.**

### **Stakeholder Feedback Options**

This session provides an overview of surveys and alternative methods for collecting information from stakeholders. We will discuss components of surveys, focus groups, interviews, observations, and existing data; considerations when choosing which method is most appropriate for a particular need; and how to select participants for each method. Participants will practice the considerations on hypothetical situations.

**10-10:55 a.m.**

### **Writing Effective Survey Items**

This session gives an overview of how to write high-quality survey items. We will discuss best practices for creating different types of survey items including rating scales, frequency items, check-all-that-apply lists, and open-ended items. Methods for testing survey items before launching your survey will also be reviewed. Participants will edit presented items and share ideas.

**11-11:55 a.m.**

### **Designing Surveys (Web-based and paper)**

We will discuss considerations when choosing between web-based surveys and paper-and-pencil surveys. We will discuss strategies for programming web-based surveys and taking advantage of the unique features they provide. Participants will demonstrate their knowledge in a friendly competition.

**12-1 p.m.**

### **Meet with the Survey Team – Brown Bag**

Bring your lunch and meet with the Survey Team to learn about our work, Intranet site, and resources available for survey projects. The team will also be available to answer questions and help staff on survey project work during this time.

**About the Survey Team**

MDE formed the survey team to make the process of creating and administering surveys at MDE more effective, to produce higher quality data resulting from surveys, and to provide guidance and technical assistance to MDE employees regarding survey development and analyses. The Midwest Comprehensive Center is our external partner connected to this work.

**Survey Team Members**

John Gimpl – State Implementation Specialist, Survey Team Lead

Kirsten Rewey – Quantitative Analyst, Student Testing and Assessment

Wai Wong-Lai – Management Analyst, Special Education

Emily Kissane – Library Development Specialist, State Library Services

Maira Rosas-Lee – Results Measurement Specialist, Student Testing and Assessment

Barbara Al Nouri – English Learner Education Specialist, Student Support

Carolyn Cherry – Part B Data Manager/Team Lead, Special Education

Kari-Ann Ediger – Results Measurement Specialist, Career Tech Ed

Kim Wee – IT Operations, MNIT@Education

Jill Walston – Researcher, Midwest Comprehensive Center