

## **AAA Meeting Minutes February 8, 2005**

Attendees: Dr. Goldhaber, Susan Bird, and Cyndi Baird

### **Discussion of on-line surveys (Dr. Goldhaber):**

Pros – No paper/scanning

No set schedule, surveys can be completed over a month's time, for example

Easier to fill out (no bubble sheets/can be completed from home)

Data is collected and remains in house

Cons – Would need to set up some controls over who is using the system (student ID#?)

Still need to provide paper survey to those who don't want to or can't use a computer

In order to get the process started, Dr. Goldhaber needs the following information:

1. How many questions will be on the survey?
2. Who will fill out the survey and when? How will students complete survey?
3. What data analysis is needed (provide prior reports and any desired changes)
4. What is the budget? Is there money to pay a student to continue work over the summer?
5. A timeline of what must be completed by what date in order to ensure we are on track to have the system in place in time for next year's survey
6. A search for volunteers with programming experience to help with the process.

Dr. Goldhaber will review the survey software currently available to determine if there is already an existing program the school could use/modify to implement an on-line survey process.

### **Discussion of teacher comment forms (Dr. Goldhaber):**

If we remove teacher evaluation questions from the annual parent survey, we need another process for parents to be able to have input regarding teacher performance.

Dr. Goldhaber discussed the possibility of developing an on-line comment form.

The form would be available for use by the entire community. It could have a pull-down subject line and would require the name of the person completing the form (no anonymous forms would be accepted).

The form would go to the teacher. The principal would be able to access forms by teacher and by family. H/OD could pull up each teacher's record.

It would be helpful to have a volunteer with a programming background spearhead the development of this process.

### **Discussion of NCA Spring visit:**

Cyndi Baird has e-mailed NCA with three possible choices for the spring site visit:

April 28/29, May 9/10, May 18/19. NCA will pick one of these three dates.

### **Discussion of Peak Forums:**

No representative of the Peak Forums attended the meeting. There is no information available and no plans for future Peak Forums.

Peak Forums are suspended until a volunteer steps forward to resume this program.

### **Previous Minutes:**

Minutes of prior meetings were reviewed and approved.

**Next Meeting:** Due to lack of attendance, the Monday afternoon meetings are cancelled until further notice. Next meeting will be on Tuesday, March 8, 2005 at 8:00 am.