

Module 4 Activity Journal:

Conduct Root Cause Analysis and Select Focus Areas

# School:

# Name:

# Date:

# Journal Entries:

[ ]  Activity 4.2 – Reflect & Post on the Community Wall

[ ]  Activity 4.3 – Read the Case Study & Reflect

[ ]  Activity 4.4 – Watch: Key Concepts for Conducting Root Cause Analysis and Selecting
 Focus Areas

[ ]  Activity 4.5 – Try It Out: Analyze the Quality Indicators for Conducting Root Cause
 Analysis and Selecting Focus Areas

[ ]  Activity 4.6 – Checklist of Key Processes & Tasks for Conducting Root Cause Analysis
 and Selecting Focus Areas

[ ]  Activity 4.8 – Reflect: How Did You Do?

# Activity 4.2 – Reflect & Post on Community Wall

Directions

Please take a few minutes to consider and respond to the following prompts. If you are completing the module with a group, first respond to these questions individually. Then, discuss as a group before continuing to the next activity.

1. Think about your identified ELA performance challenge. What does the School Core Team hypothesize to be at the heart of the problem for THE ELA Performance Challenge?

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1. Think about your identified math performance challenge. What does the School Core Team hypothesize to be at the heart of the problem for THE Math Performance Challenge?

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1. What does the school core team think may be the underlying cause(s), within the school’s control, for the observed ELA performance challenge?

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1. What does the school core team think may be the underlying cause(s), within the school’s control, for the observed math performance challenge?

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1. Based on your reflections, what do you hope to learn from this module?

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 Return to the Canvas course

# Activity 4.3 – Read the Case Study & Reflect

Directions

After you have read the Conduct Root Cause Analysis and Select Focus Areas section of the Case Study, take a few minutes to consider and respond to the following prompts. If you are completing the module with a group, first respond to these questions individually. Then, discuss as a group before continuing through the module.

1. How does this case study align with your own thinking and approach?

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1. What is different?

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1. What strengths are displayed?

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1. How could the processes in the case study be improved?

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 Return to the Canvas course

# Activity 4.4 – Watch: Key Concepts for Conducting Root Cause Analysis and Selecting Focus Areas

Directions

While watching the video, jot down any questions that arise or thoughts that you would like to keep in mind as you work through the module or would like to share with your school team. An organizer is provided below. Once you’ve watched the video, go back to Activity 4.3 and review your responses. Update your notes and comments based on what you learned.

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| What is New to Me |  | Key Take-Aways |
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 Return to the Canvas course

# Activity 4.5 – Try It Out: Analyze the Quality Indicators for Conducting Root Cause Analysis and Selecting Focus Areas

Directions

Use this tool to analyze the key elements for each quality indicator. Follow the three steps provided below. If you are completing the module with a group, first respond to these questions individually. Then, discuss as a group before continuing through the module.

| **Component 4:** **Conduct Root Cause Analysis & Select Focus Areas** | **Solid Progress** |
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| Clear Root Cause Statements within School Core Team’s control | The Root Cause Statement:* + Clearly addresses THE Performance Challenge;

**AND*** + Is within the school’s control (not a condition);

**AND*** + If addressed, will likely lead to improved student outcomes.
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| High-leverage and aligned Focus Areas: Grades 3 – 8  | * + At grades 3-8, 1-2 Focus Area(s) per goal (math and ELA) are selected

**AND*** + Are aligned to THE Performance Challenge.
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| High-leverage and aligned Focus Areas: Grades 9 - 12 | * + At grades 9-12, 1-2 Focus Area(s) per goal (Graduation Rate) are selected

**AND*** + Are aligned to THE Performance Challenge.
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**Step 1:**

Review the quality indicator details closely, making note of the overall description and the required elements for solid progress. What are the implications for conducting root cause analysis and selecting focus areas at your school?

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| Solid Progress Element | What it means for our school and our work |
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**Step 2:** Go back to your notes for Activity 4.3 and the details of the Coggins Middle School case study. Focus especially on how their process could be improved (question #4). Make additional notes below.

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**Step 3:** Return to the Canvas course and take the quiz.

 Return to the Canvas course

# Activity 4.6 – Checklist of Key Processes & Tasks for Conducting Root Cause Analysis and Selecting Focus Areas

Directions

The following key processes and tasks are provided as recommendations for Conducting Root Cause Analysis and Selecting Focus Areas. Review each and take notes about what you need to do in your context to identify and select the deepest root cause, within the school’s control, that if resolved, would result in elimination or substantial reduction of THE Performance Challenge, and identify the highest leverage Focus Areas most likely to improve outcomes and increase student achievement. Engage in the process for both THE ELA and THE math Performance Challenge. If you are completing the module with a group, first respond to these prompts individually. Then, discuss as a group before continuing through the module. This checklist is available as a standalone document at the link provided at the end of this module.

Key Process: Clear Root Statements Within the School Core Team’s Control

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| Key Tasks | Notes |
| [ ]  | Identify Performance Challenge(s) |       |
| [ ]  | Select a structured process such as The Fishbone Process or 5-Whys to articulate root causes, within the School Core Team’s control, for the Performance Challenge(s) |
| [ ]  | Engage School Core Team in articulating the deepest root cause statements, within the School Core Team’s control, for the Performance Challenge(s) |
| [ ]  | Differentiate the root cause statements for ELA and math |

Key Process: Selecting the Key Performance Challenge for Each Goal

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| Key Tasks | Notes |
| [ ]  | Select Focus Area(s) aligned to root causes supported with student achievement data, student/adult behaviors, and/or instructional evidence |       |
| [ ]  | Select the highest leverage Focus Area addressing the deepest root cause(s) that is most likely to improve outcomes and increase student achievement |
| [ ]  | Differentiate the selected Focus Areas for ELA and math |

 Return to the Canvas course

# Activity 4.8 – Reflect: How Did You Do?

Directions

Take a few minutes to consider and respond to the following prompts. Please keep in mind that the case study is intended to present a realistic, but *imperfect* case study to learn from. If you are completing the module with a group, first respond to these questions individually. Then, discuss as a group before continuing through the module.

1. How did you do on the quizzes? If you got the correct answers, what information was key to your determination? If you did not get the correct answer, why do you think this was the case?

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1. Based on your analysis of this case study, what take-aways do you have for your own work?

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1. What are your next steps?

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 Return to the Canvas course