



Quality Assurance & Learning Panel Design, Composition, and Process

Design

As integrated applications are submitted within the submission window, ODE will facilitate Quality Assurance and Learning Panels (QALP) virtually that will convene each week for approximately six-to-eight weeks.

Composition

A Quality Assurance & Learning Panel will ideally be composed of:

- Practicing or retired educators
- Current students
- Community partners and employers
- Family members and/or advocates representing/serving parents and families
- Representatives from philanthropy or business
- School board members and elected representatives
- School and district administrators - including ESD leaders
- Postsecondary leaders

This document provides additional detail related to the Integrated Application review outlined in, "Aligning for Student Success: Integrated Guidance for Six ODE Initiatives."

Panelists will engage with ODE staff when reviewing applications that are outside of their experience and region -- no conflicts of interest will be permitted.

Process

While the make-up of each panel may be unique, the process will follow a consistent and uniform protocol. Panelists will receive a video orientation and meet for an orientation session on the day of their service. Panel sessions will follow a consistent protocol facilitated by ODE staff. ODE will document their learning throughout the process to improve future planning and review cycles.

The session will begin with the ODE staff reviewers completing a summary and distillation of the application along with naming their assessment:

- A. Application meets requirements
- B. Application will meet requirements with small changes
- C. Application needs additional review to determine if requirements have been met
- D. Application needs significant changes to meet requirements

The panel review will be facilitated through a [probing questions protocol](#) to ask clarifying questions - questions that have brief factual answers, and then probing questions - intended to help them think more deeply about the issue at hand.

Panelists will then be asked to move through a sequence for decision-making using a “[Fist to Five](#)” process supported by the facilitator.

Participatory Input Using Fist to Five Decision-Making

Panelists will be asked, “Do you affirm the assessment made by the ODE Staff Reviewers?” and to communicate their answer to the question with a show of hands (or chat response) using the following guide:

5 = Moving Forward - *“I think the ODE reviewers’ assessment is very accurate.”*

4 = Solid Support - *“I have confidence in the ODE reviewers’ assessment.”*

3 = Comfortable Enough - *“I’m not in total agreement with the assessment but I feel comfortable enough and can support the assessment without further discussion.”*

2 = Minimal Support - *“I am moderately comfortable with the assessment as it has been offered, but would like to discuss some minor issues.”*

1 = Strong Reservations - *“I have strong reservations about the assessment and want to discuss certain issues.”*

Fist = Strongest of Concerns - *“I have the strongest of concerns and need to talk more about the assessment. This application and the ODE assessment needs additional review.”*

Quick Decision

If the panel is all 3’s, 4’s and 5’s the review is complete and the assessment of the ODE reviewers is advanced.

Additional Discussion

If any panelist holds up a 2 or below, they have the opportunity to briefly name their insights or concerns to the group. Those with a fist have time to share why they believe the direction contradicts a core value or aim of any of the funded initiatives being reviewed. While brief, this time for the sharing of concerns offers a powerful practice of hearing concerns and needs that might otherwise be missed in moving directly to a majority vote.

2nd and Final Round

After additional discussion, an “official” majority vote is then taken by a show of hands or voice vote with the results standing, recorded and announced. If the panel affirms the ODE reviewers’ assessment by either Quick Decision or 2nd and Final Round, the process moves ahead. In the case that the panel does not affirm the assessment offered by ODE reviewers, the application is forwarded into a third step, Additional ODE Review.