Advancing Office Recommendations: From The Critical Review of State Level Operational Documents

Michigan Department of Education

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Introduction

Department office staff used an analysis guide with six analytical domains to review regulatory documents (e.g., operational process, structures and procedures) with a particular focus on educational equity.

Purpose

- To provide guidance for the selection, prioritization and action planning to forward recommendations generated from the analysis of operational documents.

Review of Process

The Policy Review Guide was introduced to Department staff

One office began the review of their own office operational documents

Four, half-day review sessions were held. Each session started with a brief orientation to the tool, followed by team analysis of operational documents.

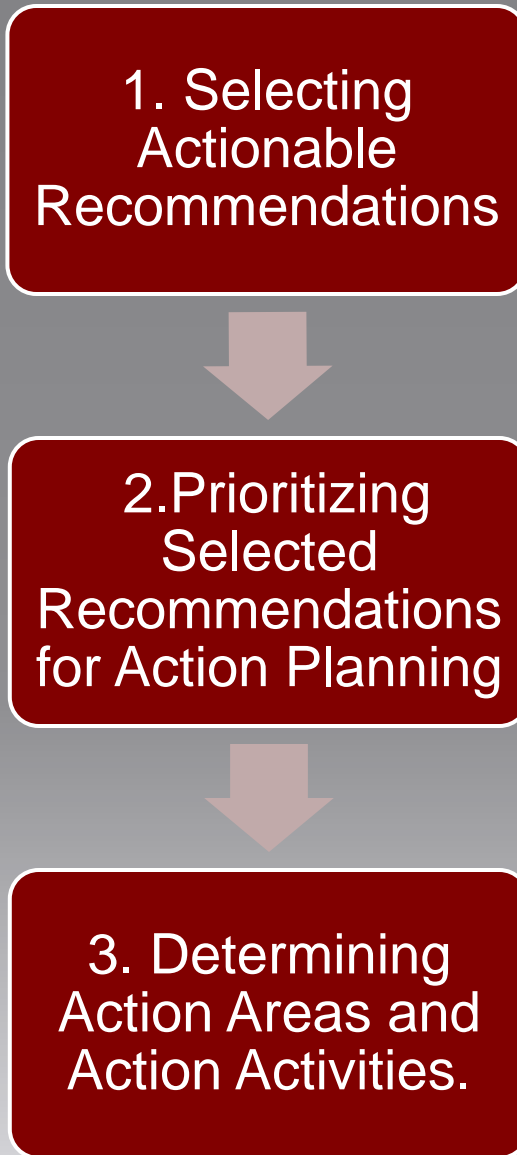Office teams summarize their findings into a set of recommendations and considerations.

Selecting Actionable Recommendations from Key Themes

Select 2-4 recommendation or considerations based on the following.

- The most important in terms of effect and timeliness to address **(Urgency)**

- The recommendations or considerations that are within the department's power or purview to change or enhance **(Agency**)

- The recommendations or considerations that would benefit most directly the educational experiences of students **(Efficacy)**

Prioritizing Selected Recommendations

Of the recommendations/considerations selected, prioritize one to two for action planning based on feasibility and sustainability.
Choose 1 or 2 recommendations/considerations that meet the following criteria

The department has the resources (e.g. funds, structures/workforce, time, expertise and will) to implement actions that will advance recommended changes **(Feasibility).**

The department has the resources (e.g. funds, structures/workforce, time, expertise and will) to sustain recommended actions overtime in spite of competing state priorities and changing state-level personnel **(Sustainability).**

Determining Action Areas

For each prioritized recommendation/consideration identify the action area (s), reword recommendation/consideration into an action step and write 2 to 3 activities tor implementing recommended changes.

	Professional Development	Procedural Guidance	Structural Enhancement
Recommendations			
Recommendations			

For questions regarding the tool and or process contact: Seena Skelton

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