



## CLIP Inquiry Plan Template

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Each CLIP uses this four-page template to record its plans during the Fall Multi-CLIP Orientation meeting. CLIPs also use the template prior to the meeting to develop their preliminary inquiry plans, which they refine at the Fall meeting. Each CLIP selects its own Recorder from its members for the Fall meeting.

On the first page of this four-page Inquiry Plan Template, the CLIP Recorder enters the information about how the data collection and analysis phase of the inquiry will be conducted. The CLIP decides what inquiry question(s) to address; the information needed to answer the inquiry question(s); the source(s) of information; the methods and tools to use to collect data (e.g., focus groups, questionnaires); the persons responsible for collecting the data; the location and timeframe for collecting data; and the methods and tools for making meaning from the data.

On the second page, the Recorder indicates what technical assistance the CLIP needs from the CLIP Guide or other persons.

On the third page, the Recorder enters information about sharing the results of the inquiry: the names of people or groups to whom the discoveries matter and those who can take action on the discoveries; the major messages to be conveyed; the method of sharing information (e.g., report, article, meeting); and the time frame and location for dissemination of the discoveries (e.g., date of report, time and location of meeting). Fill in preliminary ideas at the Fall Multi-CLIP Orientation meeting, add more information mid-year, and complete the form about the time of the Spring Multi-CLIP Presentation and Feedback meeting.

On the fourth page of the plan, the Recorder enters information about using the results from the inquiry. This page identifies actions that are needed, why, and by whom; how those people will be engaged; when actions are needed in the short term and long term, and comments on additional inquiries that may be needed. You will most likely not be able to do much with this page until about the time of the Spring Multi-CLIP Presentation and Feedback meeting. Completing this page will help you plan your final CLIP product due in the summer at the end of the year of CLIP operation.

## CLIP Inquiry Plan Template

### Gathering Data and Making Meaning from Data

<b>Inquiry Question</b>	<b>Information Needed to Answer Inquiry Question</b>	<b>Data Sources</b>	<b>Data Collection Methods</b>	<b>Data Collectors</b>	<b>Timing and Location of Data Collection</b>	<b>Plan for Meaning Making from Data</b>

### Assistance Needed to Carry out Data Collection Plan

Type of Assistance Needed	Possible Sources	Comments
3.		
4.		
5.		

## Sharing CLIP Discoveries

Who do these discoveries matter to?	Who can take action on these discoveries?	What will we share?	How/Where will we share?	When will we share?

## Using CLIP Discoveries

<b>What actions are needed?</b>	<b>How will these actions improve student learning and success?</b>	<b>Whose needs to take action?</b>	<b>How will we involve the necessary people?</b>	<b>When are these actions needed (consider both short and long term)?</b>	<b>What additional inquiries are needed regarding the action?</b>