



Advisor Feedback Form

Description

These resources are provided as an example of the Inclusive Development Key Action: “Regularly reflect on progress towards equity goals for development and establish plans to intervene when an equity goal is not being met.”

The Equity Research Advisory (ERA) Board was a small group of researchers whose work existed at the intersection of math education and equity. The ERA provided support to R&D teams and the EF+Math program team through feedback, guidance, and advisory processes to ensure the program’s activities aligned to our stated emphasis on equity across our work. As accountability partners, the ERA would identify instances where processes or outputs from the program or the R&D teams were misaligned with our equity principles, and offer suggestions for impactful shifts or revisions that could be made.

To gather the ERA Board’s insights, the EF+Math program team created a “feedback form” that the ERA Board members could complete after their meetings or check-ins with R&D teams. This feedback form is accompanied by the “guidance” provided to the advisors. EF+Math asked advisors to complete this form through a project management tool used by our community, which allowed for responsiveness to a submission, including notification of appropriate staff, and accountability through linking feedback to other documentation or notes. We would suggest using a format that affords responsive, rapid-cycle use when adapting this form in your own contexts. Please view the form and its guidance below.

Advisor Feedback Form

Please use this form to log your feedback for the R&D teams you're supporting. Focus on capturing the "headlines" of your fully formed recommendations, along with supporting notes or documents, to explain or justify suggested improvements. You may include multiple points of feedback in one form. Asterisks (*) denote required fields.

Your Name*: _____

For which Project Team are you providing feedback?*: _____

Date*: _____

Approx. date feedback was delivered to R&D team: _____

How was the feedback delivered?*

- Meeting (virtual or phone call)
- Email exchange
- Document feedback (please upload doc below)

Feedback Topic(s)*

You may select more than one topic.

- Data management
- Equity
- Executive Function
- Math
- Measurement
- Research Design
- Theory of Action
- Other

What specific feedback did you share with the R&D Team? *

In bulleted form, share a brief synopsis of your recommendation and rationale. Optionally, you can attach relevant documents, such as diagrams and email conversations, in the questions below.

Example Feedback:

- *Need to add culturally-relevant math tasks.*
- *Suggested the team reframe language in [product] to recognize the assets of Black and Brown learners.*
- *The Theory of Action indicates that improving student math identity is an expected outcome, but no measure is included to document this. Hypothesized relationships between math identity and other expected outcomes should be clarified.*

(Optional) Include an attachment related to this interaction.

Example: Marked up documents

(Optional) Please share any additional context about your interaction with the R&D team.

Examples: Discussion topics, next steps

(Optional) Please share any additional feedback you have for the EF+Math team

[upload buttons]

[submit form button]

Advisor Feedback Form Overview*

**NOTE: This document has been modified from its original form for illustration purposes.*

The Feedback Form provides an opportunity to record the contributions of programmatic support team members and track project team iteration based on the feedback. The purpose of this process is to increase accountability to equity and co-design goals and document the impact of your support on the prototypes and applied research projects. We ask that you use this form to document substantive recommendations made to R&D teams.

The form is designed to be filled out close to the date that the feedback is given. If there are a few points of feedback that you wish to consolidate into the same form, please feel free to do so. If you have multiple points of feedback that feel distinct, you may also choose to fill out the form more than once.

Our goal is to understand the impact of your support on prototype development, including holding project teams accountable for responding to your recommendations, as well as to ensure that managers are responsive to the needs of R&D teams.

Your feedback may result from iterative interactions with the R&D teams. For example, a prototype demo may lead to a follow-up conversation or email suggesting that the project team reframe their language to recognize the assets of Black and Brown learners.

Instructions:

Please complete the form questions to record your interactions and feedback for the R&D team. In bulleted form, share a brief synopsis of your recommendation and rationale. Optionally, you can attach relevant documents, such as diagrams and email conversations, in the questions below.