

Proposal Submission Guidance Document

Our conference workgroups have a few helpful hints as you prepare to submit your proposal.

Title

Titles can be surprisingly tricky to write.

- Be clear and concise
- Use key words
- Be accurate
- Use active voice
- Describe the benefit or impact
- Consider the audience
- Avoid acronyms and jargon
- Aim for 10 words or less

Examples

- Universal Screening: A Statewide Approach to Policy and Capacity
- Tier 1 Literacy Strategies Across Core Subjects (grades 6-12)

Nonexamples

- Our story
- MTSS at high school

Description

Descriptions expand on your title and include what will be presented, key references, and why the topic is important for your audience.

- What is the big idea?
- What is the research foundation or evidence? Is it sound?
- What did you do or learn? What impact did it have?
- How does your content, or big idea, connect to MTSS, fidelity, or improving student outcomes? What resources will you provide?
- What is the process you'll use in your session, e.g., active participation, skill building?
- What is the take-away? How will this benefit the audience?
- Can I use it to improve my practice tomorrow?

Examples

- Meadow Plains elementary used data-based individualization (DBI) to establish a multidisciplinary team (MDT), implement a new intervention curriculum, and use data to guide decisions to drive student outcomes. This presentation is a candid exploration of the challenges and triumphs faced by a school in their efforts to enhance literacy instruction. This session offers a firsthand account of the strategies implemented, the successes celebrated, and the obstacles overcome along the way. Participants will gain valuable insights in to the real-world implications of intensifying literacy instruction, including the positive impact on student achievement, the logistical hurdles encountered, and the professional growth experienced by educators. Our team will provide a roadmap for schools looking to embark on a similar journey, highlighting key lessons learned, and offering practical advice for navigating the complexities of literacy instruction intensification.
- In this informative and interactive breakout session, participants will learn how Meadow Valley Elementary and Secondary Multi-Tiered System of Support (MTSS) Coordinators have utilized the Michigan Department of Education (MDE) MTSS Practice Profile to develop systems and structures that support student learning. With an emphasis on Team-Based Leadership, this session will cover an overview of each component of the Practice Profile and its implementation as detailed through the District's MTSS Handbook. Utilizing the Practice Profile, participants will gain a deeper understanding of how our teams support the vision and mission of the district, establish clear roles and responsibilities, organize team membership, review the district communication plan, and evaluate team effectiveness. This presentation will allow participants to share ideas and ask questions from both the elementary and secondary MTSS Coordinators.

Data

Consider using a visual display of data to help convey your message about impact.

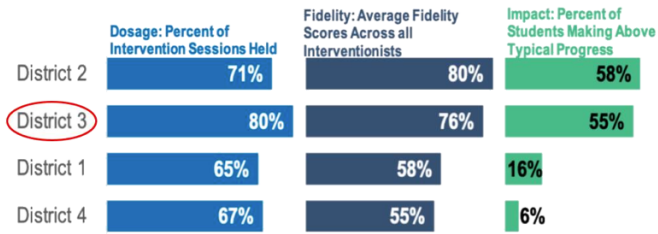
- Consider using data and visualization provided within your local assessment system.
- Consider using data (if available) in PBIS Apps or the MiMTSS Data System.
- When using graphs, label each axis and include a key.
- When using multiple graphs, ensure your scale is consistent from graph to graph.
- Ensure graphs are easy to read.
- Explore [Data Storytelling](https://online.hbs.edu/blog/post/data-storytelling) (<https://online.hbs.edu/blog/post/data-storytelling>)

Examples

- In Figure 1, the Fall 2023 Implementation and Impact example provides evidence that positive student outcomes occur when students receive additional instruction through intervention.
- In Figure 2, the Implementation Timeline shows the high school worked to install the social-emotional behavioral health components of their MTSS framework over time and measured their efforts with the Schoolwide Positive Behavioral Interventions and Supports (PBIS) Tiered Fidelity Inventory (SWPBIS TFI) across each tier over time.

Fall 2023 Implementation and Impact

Districts with Higher Fall 2023 Dosage and Fidelity Achieved Greater Fall to Winter Student Progress



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Figure 1: Implementation and Impact: Dosage, Fidelity, and Impact.

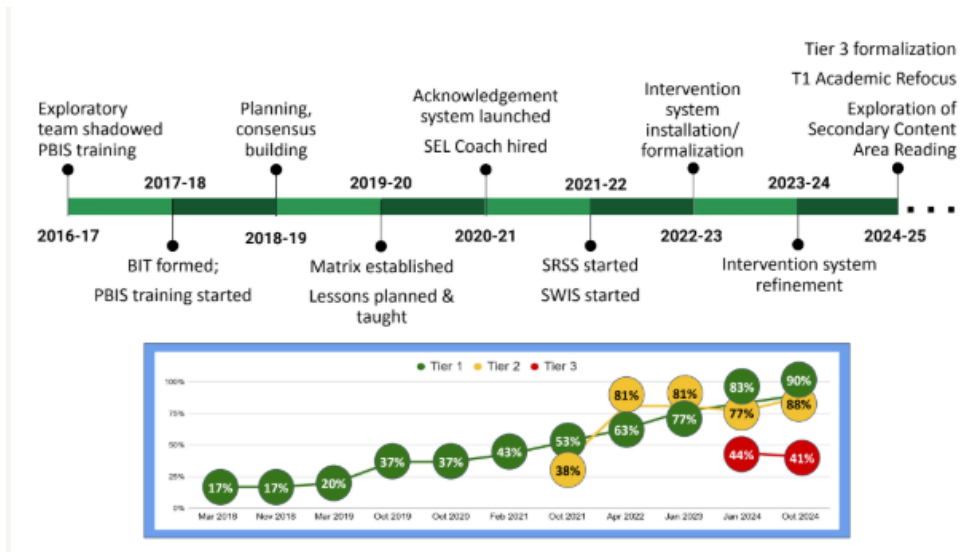


Figure 2: Implementation Timeline: High school TFI results across the tiers.

References

Cote, C. (2021, November 23). Data storytelling: How to effectively tell a story with data. *Harvard Business School Online*. <https://online.hbs.edu/blog/post/data-storytelling>

Minke, K., Ratterree, S. (2017). Preparing a Successful NASP Convention Presentation Proposal. *NASP Online*. <https://www.nasponline.org>

URLs Used in Document

<https://online.hbs.edu/blog/post/data-storytelling>
 (https://online.hbs.edu/blog/post/data-storytelling)

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