



SHEEO

State Higher Education
Executive Officers Association

SHEEO Community of Practice: Strengthening Data Literacy Among Higher Education Stakeholders

May 2025

Team-Time Activities

SHEEO's Communities of Practice include opportunities for states to work collaboratively within and across their state teams on the issues discussed by presenters. At each Community of Practice, SHEEO facilitates state team times, allowing attendees to reflect on and incorporate what they have learned and to make plans for employing that learning after the convening's conclusion. The resources found within this document can be shared and redistributed.

Acknowledgments

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Team Time #1

Developing Goals to Foster Data Literacy

May 7, 2025 | 9:00 – 9:45 A.M.

INSTRUCTIONS

Revisit your team's submitted letters of interest and the identified technical assistance or professional development needs. During this session, your team will translate these needs into goals and objectives. Considering these needs, use the guiding questions below to identify a **Specific, Measurable, Achievable, Relevant, and Time-Bound (SMART)** goal for how the state seeks to improve, engage with, or develop data literacy initiatives for different stakeholders. Reflect on recent achievements, challenges, and outputs that have come up in your state's work to communicate data more effectively. Please use Worksheet 1 for notes and more detailed discussions of your SMART goals and then translate a concise version to the top panel of the poster.

GUIDING QUESTIONS

Technical Assistance & Priorities

- Please review your technical assistance needs mentioned in the letter. What technical assistance and professional development needs does your team seek help with during the CoP? Is there anything new or that you'd like to change from your letter?
- What are the priority project and initiatives related to data literacy that your team would like to focus on?

Translating Needs into SMART Goals

- How can your team translate these needs and priorities into SMART goal(s)?

Setting SMART Goals for Fostering Data Literacy

- Who are the key internal and external stakeholders and audiences for these goals? What roles will they play in supporting progress, and how will you engage them to ensure alignment, communication, and sustained impact?
- What are the potential internal and/or external outcomes of this objective?
- What milestones can you set? How will you measure progress and success?

RESOURCES

- [Harvard Business School - Data Literacy: An Introduction for Business](#)
- [Arizona State University - Study Hall: Data Literacy](#) (YouTube Series)
- [How to Build Data Literacy in Your Company \(MIT Sloan School\)](#)
- [Association of Institutional Research – Data Literacy Program](#)
- [National Association of State Workforce Agencies – Building Data Literacy for All](#)

Team Time #2

SMART to Start: Project Planning Activity

May 7, 2025 | 1:15 – 2:00 P.M.

INSTRUCTIONS

Team Time #2 is dedicated to internal state collaboration and planning as your team turns your chosen SMART goal from Team Time #1 into a comprehensive project plan. Teams will use this time to create a project plan outlining the objective and scope, key deliverables, timeline with milestones, roles and responsibilities, risks and mitigation strategies, and estimated resources and budget. Teams will arrange and build their project plan on the provided poster to be presented and commented on. Please use Worksheet 2 for notes about your project plan and more detailed responses to the guiding questions.

GUIDING QUESTIONS

Scope: What are the boundaries of this project (what's included and what's not)? Who are the key stakeholders or target audience?

Key Deliverables: What are the tangible outputs or results of this project? How will we know we've completed each deliverable? Are there any quality standards or success criteria?

Timeline & Milestones: What are the major phases of this project? What are the key milestones along the way? How long will each task or phase take?

Roles & Duties: What tasks or responsibilities need to be completed? Who is responsible for each task? Do we need specific roles (e.g., project lead, communicator, designer)? Who else from your agency or state should be looped into this work, especially those not at the table today?

Risks & Mitigation Strategies: What could go wrong during this project? Are there any internal or external challenges we might face? How can we prevent or respond to these risks?

Resources & Budget: What resources do we need (time, people, tools, materials)? What are the estimated costs, if any? Do we have the resources available, or do we need to acquire them?

Team Time #3

Gallery Walk and Share Out

May 8, 2025 | 10:45 – 11:30 A.M.

INSTRUCTIONS

During Team Time #3, teams will exchange ideas through posters developed around their previously identified needs and challenges in improving data literacy within their agencies and states. Teams will begin by finalizing their posters and preparing for a gallery walk. During the gallery walk, team members will explore other teams' posters and leave questions, feedback, shared resources, and collaboration ideas using sticky notes. Teams are encouraged to identify potential partners from other states and schedule follow-up networking opportunities. The session will conclude with a group discussion focused on key insights, feedback received, and strategies to sustain momentum and accountability after the convening.

GUIDING QUESTIONS

- **What strategies or tools presented by other teams could be adapted to support data literacy in your context?**
 - Which common challenges did you notice across posters, and how might states collaborate to address them?
- **How will you incorporate insights from the gallery walk into your current data literacy efforts?**
 - What feedback or questions left on your poster sparked new ideas or shifts in your approach?
 - Who are potential partners for ongoing collaboration, and what might that collaboration look like?
- **How will your team hold each other accountable for the implementation of the goals?**
 - What are your team's next steps to maintain momentum and ensure follow-through after the convening?
 - What accountability structures or check-ins could help your team stay on track in the coming months?

WORKSHEET 1: DEVELOPING SMART GOALS FOR DATA LITERACY

#	Technical Assistance / Development Needs	SMART Goal
	List the technical assistance or professional development needs identified.	Provide the SMART goals your team will accomplish to foster data literacy.
1		
2		
3		

WORKSHEET 2: SMART TO START: PROJECT PLANNING ACTIVITY

Goal	
Scope	
Key Deliverables	
Timeline & Milestones	
Roles & Duties	
Risk & Mitigation Strategies	
Resources & Budget	