

Reading & Signals Review

A consistent framework for evaluating outside information

This framework provides a consistent method for documenting a source, representing its contents accurately, identifying the signal that merits attention and determining whether further inquiry or action is warranted.

REVIEW NUMBER

STATUS

DATE

PREPARED BY

SUBJECT

01 SOURCE

Record the origin of the material so the source can be evaluated and revisited.

- Article title, author, publisher and publication date
- Direct link or document reference
- Relevant context about the source or publication

02 NEUTRAL SUMMARY

Summarize the material as presented. Do not connect it to Webster, add interpretation or imply a conclusion.

- Central argument or finding
- Evidence and examples used
- Important qualifications, limitations or counterpoints

03 PROMPTING SIGNAL

Identify the specific passage, claim or data point that warrants attention.

- Quote or reproduce it accurately
- Retain enough context to preserve its intended meaning
- Distinguish the source statement from subsequent interpretation

04 QUESTIONS RAISED

State one central question and no more than two or three supporting questions.

- Frame questions to learn rather than lead
- Separate known facts from assumptions
- Keep the inquiry proportionate to the signal

Assessment and disposition

Review what is already known before determining whether additional work is useful.

05 RELEVANCE

Explain why the question may matter to Webster, its people, students, families, priorities or broader environment.

- Reason the issue may deserve attention now
 - Perspectives or audiences that may experience it differently
 - Potential relationship to an existing strength, gap or priority
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06 EXISTING EVIDENCE

Identify research, decisions, work and stewardship that may already address the question.

- Institutional research, data, measures or benchmarks
 - Previous studies, plans, initiatives and decisions
 - Functions or individuals closest to the subject
 - Evidence that may validate the current direction
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07 ASSESSMENT

Determine whether available evidence is sufficient and whether additional inquiry would justify the effort.

- Does the evidence answer the question?
 - Does it validate the current course or identify a meaningful gap?
 - Would further work produce value proportionate to its cost and effort?
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08 DECISION AND INTENDED OUTCOME

Record the disposition, supporting basis and intended value without promising a predetermined result.

- Greater clarity, alignment or confidence
 - A better decision or more visible expression of value
 - Confirmation of the current direction or evidence that change should be considered
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DECISION RECORD

Disposition: Close / Validate / Continue monitoring / Explore further / Reconsider

Basis: Evidence supporting the decision

Next step: A proportionate action, if warranted

Participants: Functions or individuals whose knowledge is required

Review point: When the question should be revisited