

MEP Memos – Purpose and Review Process

As of August 2018

The Madison Education Partnership (MEP) serves as an avenue for researchers and practitioners at Madison Metropolitan School District (MMSD) and the University of Wisconsin (UW) to engage in work to address problems of practice focused on equity in MMSD and problems of fundamental importance to educational research. In an effort to broaden participation in these activities, MEP encourages members of both MMSD and UW to collaborate on short responses to MEP directed work, original empirical research briefs, or reviews of extant literature. MEP Memos must address a problem of practice related to equity that is or has been a topic raised by the partnership. This alignment ensures that memos can help inform conversations within the district and research community and connect to current and previous MEP work. To view current MEP topics, visit mep.wceruw.org/directed-research.html.

We describe below the review process for a MEP Memo, followed by examples of appropriate content in memos.

Submission and Review Process

1. Interested parties representing either organization of the partnership (or better still, representing both) submit a proposal to the MEP co-directors. This proposal should include:
 - a. A clear statement of the problem of practice the memo seeks to address;
 - b. A brief summary of the memo's intended contribution; and
 - c. A timeline for completion of the memo, allowing two weeks for review of the proposal, four weeks for internal review of the memo, and time for the author(s) to respond to that review.

We expect proposals to be **no longer than one page in length**, excluding timeline, and final products to generally be less than eight pages of text, excluding tables and figures.

2. The MEP co-directors meet and discuss the memo proposal. The criteria for reviewing a memo include:
 - a. Relevance to the current or past MEP problem of practice
 - b. Contribution to equity policy or practice within MMSD
 - c. Quality of design
3. The co-directors send feedback to the parties proposing the memo, either accepting, conditionally accepting, or rejecting the proposal.
4. If accepted, the co-directors share the proposal with the MEP Steering Committee for passive approval or feedback prior to giving the go-ahead to authors.
5. Once memos have been reviewed and approved by the directors, MEP staff will format and brand memos to MEP standards and post them to the MEP web page.

MEP is unable to offer any financial support for memos. Depending on the nature of the project, MEP may be able to facilitate access to data or information.