G3658-1W
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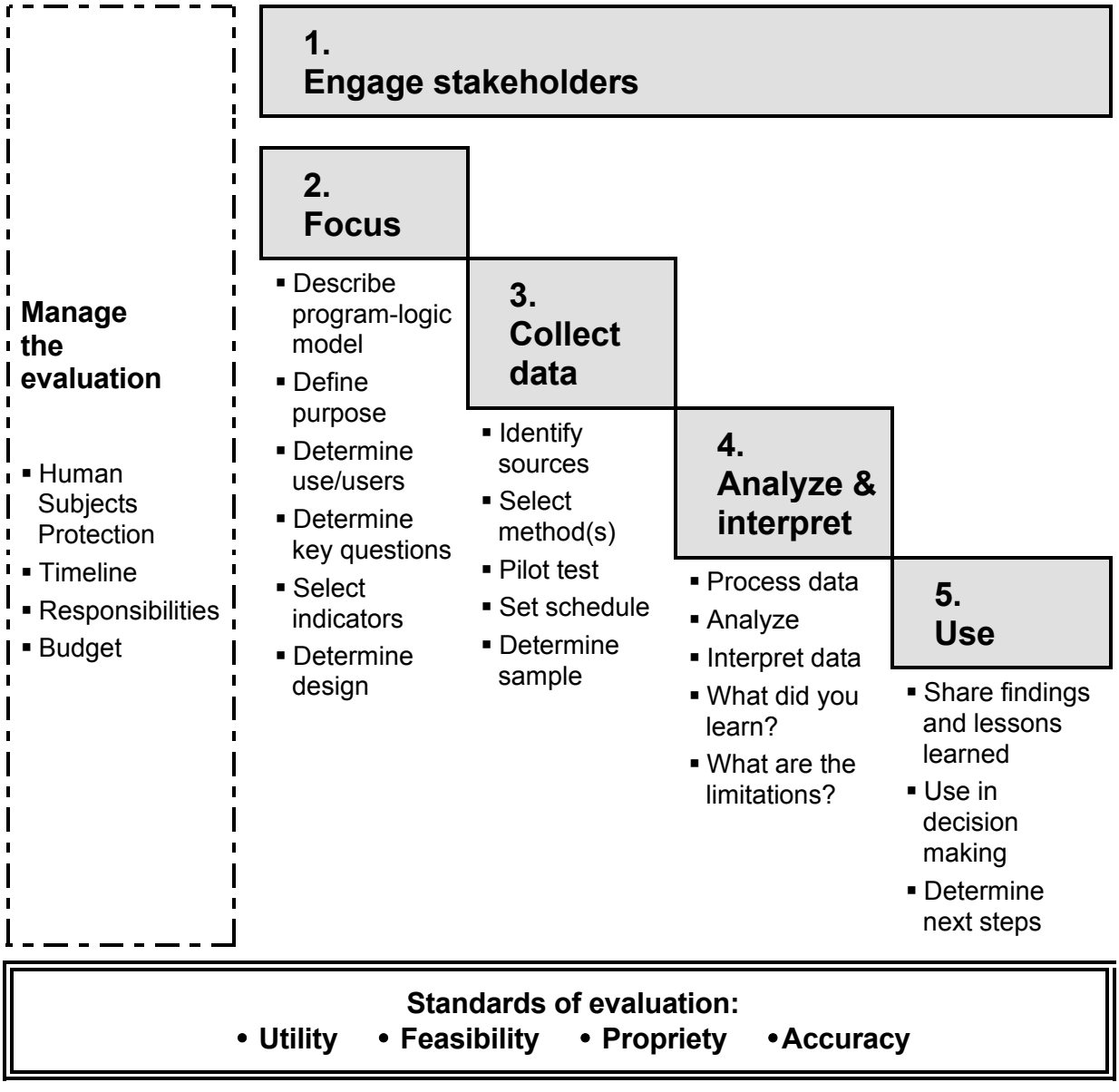
Planning a Program Evaluation: Worksheet

Steps in Program Evaluation



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Engage Stakeholders

Who should be involved?

In evaluating the Carlton Extensions Campus, the most likely participants are the students of the Carlton Extensions Program, the teachers and administrators of the CEC.

How might they be engaged?

In order to understand the effectiveness of the CEC program, it would be necessary to conduct several types of assessments. Surveys of goals, discussion of how effective they (students/teachers/administrators) feel their program is, analysis of the data re: student achievement/success in the program all would contribute to engaging individuals involved in the CEC with the evaluation. Interviews could be done with students of the program about their successes and struggles.

Focus the Evaluation

What are you going to evaluate? Describe program (logic model).

The Carlton Extensions Campus (CEC) is the Distance Education (DE) model for the Saskatchewan Rivers School Division. (SRSD) The evaluation will examine the effectiveness of the CEC for students to gain credit and compare it to other models that could be used for its delivery and structure.

What is the purpose of the evaluation?

The purpose is to analyze its strengths and possible areas of improvement in how the CEC delivers its programs.

Who will use the evaluation? How will they use it?

Who/users	How will they use the information?
CEC Faculty	Analyze the program and strengths/weaknesses
SRSD Board of Education/Director	Gain insight into how the program is running and where improvements could be made.
Potential Students/Teachers	Show where the program could benefit them in gaining credits or creating a flexible program

What questions will the evaluation seek to answer?

The evaluation will seek to answer: How does the program achieve its goals? Who are the targets of the program? How does the CEC currently operate? Based on current education design and DE theory, could the CEC change its delivery methods to reflect this?

How is the CEC funded? Is this funding adequate to meet its needs?

Are students successful in CEC courses?

What information do you need to answer the questions?

What I wish to know	Indicators – How will I know it?
How is the CEC structured?	Confirmation of structure from key organizers/administration
What are the goals of the CEC? Are these being met?	High percentage of students in the program gaining credits/graduating as a result of their taking CEC classes. Increased course offerings in schools unable to provide additional classes.

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How does the delivery method of the CEC relate to other current DE delivery methods?	Positive correlation between current DE programs and CEC practice.
How is the CEC funded and is funding adequate?	Instructional design methods are current and technology/methods adequate to serve the needs of students.

When is the evaluation needed?

ASAP.

What evaluation design will you use?

A mixed method approach will be used for data collection. This is appropriate as the program is on-going and has served the division for many years. Conducting a qualitative and quantitative analysis of both the participants in and the data related to the program will yield an overall picture of the CEC that is holistic and balanced.

Collect the information

What sources of information will you use?

Existing information: Credits/Graduation reports and marks

People: Staff, administration, students of the CEC

Pictorial records and observations:

What data collection method(s) will you use?

X	Survey	X	Document review
X	Interview		Testimonials
	Observation		Expert panel
	Group techniques		Simulated problems or situations
	Case study		Journal, log, diary
	Tests		Unobtrusive measures
	Photos, videos		Other (list)

Instrumentation: What is needed to record the information?

When will you collect data for each method you've chosen?

Method	Before program	During program	Immediately after	Later
Survey		X		
Interview		X		

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Document Review		X		

Will a sample be used?

No [ ]

Yes [X] If yes, describe the procedure you will use.

It will likely be impossible to survey all students involved in the program, so selecting a random sample of girls and boys enrolled in the program by grade and location will allow a proper sample to be taken.

Pilot testing: when, where, how?

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Analyze and Interpret

How will the data be analyzed?

Data analysis methods: Tabulating results from surveys and collecting qualitative stories from students and staff members.

Who responsible: The evaluator and individuals picked to assist them.

How will the information be interpreted—by whom?

The information will be interpreted by the evaluator. Results gained from the surveys and interviews along with the document review will allow the evaluator, who is independent of the CEC staff, to analyze the information and provide a third party judgment of whether the program is meeting its goals and requirements.

What did you learn? What are the limitations?

Use the Information

How will the evaluation be communicated and shared?

To whom	When/where/how to present
The CEC Staff	Report in person discussion of results
The SRSD Board	Report; in person discussion of results.

Next steps?

Manage the evaluation

- ☐ Human subject's protection
- ☐ Management chart
- ☐ Timeline
- ☐ Responsibilities
- ☐ Budget

Standards

- ☐ Utility
- ☐ Feasibility
- ☐ Propriety
- ☐ Accuracy

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