education northwest

Reflection Tool

Throughout the session today we will provide time for individual reflection about evaluation in your own program. This tool will assist you in tracking your ideas as we move through the agenda.

Activity 2: Evaluation Purposes, Goals, and Questions

Summary Table

Purpose	Types of Goals	Types of Questions	Sample Questions
Developmental	Developing a new model or approach	Questions about an issue or situation	What is the situation? How does this issue, practice, or initiative relate to larger systems? What needs to happen to address this issue?
Formative	Improving and refining an existing model	Questions about activities or practices	What are program strengths and weaknesses? What works, for whom, and under what conditions?
Summative	Demonstrating impact of a well-established model	Questions about outcomes or impact	Does the program work? Is this program a best practice that should be taken to scale?

Reflection Questions:

1. Thinking about where your program is right now, what are your primary evaluation goals?

2. Are these goals developmental, formative, or summative?

3. What do want to learn through evaluation? What questions do you have?

Activity 3: Engaging Diverse Stakeholders in Evaluation

1. List the primary stakeholder from each group you work with in your program (e.g., staff, participants, partners, external).

2. Note whether each stakeholder will be involved in the evaluation process, the product, or both.

3. Jot down some notes about the interests of each stakeholder.

Stakeholder type	Who are the key stakeholders in your program?	How might they be involved in the evaluation process and/or product?	What are their interests in the evaluation?
Staff			
Participants			
Partners			
External			

Activity 4: Matching Data to Evaluation Goals and Questions

Think about what you heard about GEAR UP Wyoming. In your table group, decide which tools in the Data Collection Tool Table (found in your folder) you would use to answer the following evaluation question:

What are students' and parents' perceptions of the helpfulness of GEAR UP Wyoming services?

Note that GEAR UP Wyoming services include:

- College preparatory advising for students and parents (e.g., selecting college-bound courses in high school, completing the FAFSA, understanding grants and scholarships)
- ACT test preparation
- Academic tutoring
- College visits
- Family activities (e.g., service learning projects, family fun nights)

Use the chart paper and markers provided to document your table group's decisions. When you select a data collection tool, be sure to specify the most appropriate stakeholder group for that tool (e.g., a survey for students or a focus group for parents). Finally, provide a rationale for your choices.

Activity 6: Making Evaluation Results Meaningful

Review the four key stakeholders you identified on page two above.

Use the table below to record how evaluation findings could be helpful to each of these stakeholders. Also, brainstorm ways to share evaluation findings with these stakeholders.

Key stakeholder	How would evaluation findings be helpful to this stakeholder?	How could you share evaluation findings with this stakeholder?

Program Evaluation Planning Table

What is the purpose of your evaluation?	What are your evaluation goals?	What are your evaluation questions?	What data will help you answer these questions?	How will you and your stakeholders use the results?