

## **Program Evaluation Research & Support Working Group Meeting August 19, 2008**

Persons in attendance: Jim Chamie, Tom DeGomez, Jack Elliot, Al Fournier, Sharon Hoelscher Day, Barbara Hutchinson, Lisa Lauxman, Ed Martin, Patty Merk, Sheila Merrigan, Kurt Nolte, Monica Pastor, Susan Pater, Donna Peterson, Channah Rock, Candice Rupprecht, Erin Taylor, Sabrina Tuttle, Kristine Uhlman.

### (1) Report on 2007-2008 Working Group activities & outcomes

- Based on the online faculty needs assessment we conducted in 2007, we provided input into planning for the 2008 Professional Development In-Service held April 1-2 in Tucson. We also conducted and summarized the evaluation for that training, which was highly rated by participants. The training included a very well received session on assessing educational outcomes.
- Conducted two working group meetings (Feb 2008 and May 2008), one in person and one via conference call.
- The working group developed a DRAFT for a program evaluation resource website that is temporarily being hosted on the Arizona Pest Management Center website (<http://cals.arizona.edu/apmc/evaluation.html>), but which will likely migrate to the main Extension website in the coming year.
- Members of our working group were called in to consult with the Renewable Resources Extension Act (RREA) committee, which has a goal of developing templates for evaluation across Natural Resources extension programming, and has some funds dedicated to this. An outcome of this meeting was the idea that whatever resources are developed should be made available to all of Extension faculty and designed in a way to be of use to all. The draft website described above will serve as a starting point for further development of these resources, which will be a joint effort of this working group and a committee being formed by RREA.

### (2) The WG successfully re-applied for Extension funding this year (\$1,200). Our major goals are:

- Development of Program Evaluation resources website
- Increasing faculty awareness of PE and related issues

### (3) Discussion about Arizona Pest Management Center evaluation website

<http://cals.arizona.edu/apmc/evaluation.html>

- Background: Al, Lisa & Sabrina worked on a Professional Development WG subcommittee to develop a “core competency” webpage with links to resources for needs assessment, program planning and evaluation. This concept was built on an existing Extension site on Program Development and Assessment (PDA site) [<http://cals.arizona.edu/extension/pda/index.html>]. One of the goals of the RREA group is also to develop a website where faculty can share and access tools, examples and resources related to evaluation of programs. It was decided to merge all of these efforts into a single website with “generic” (not program-specific) resources to serve all of Extension. Al Fournier developed a draft template for the website, building on what was

already developed for core competencies. At this meeting, the group reviewed and provided comments on the draft.

- The first page is a list of topics divided into three areas: 1) needs assessment, 2) program planning and development, and 3) program evaluation.
- Second level pages include: 1) the basics (a few bullets providing an introduction to each concept); 2) examples and applications, (from other UA faculty and sometimes from other university websites); and 3) learn more (links to in-depth information and references).
- Faculty comments:
  - Add more than the logic model as examples of program planning processes, such as Bennett and Rockwell TOP (targeting outcomes programs) that came out of Nebraska? (check CYFERnet website); covers all types of impacts (social, economic, and environmental)
  - Also incorporate others such as Penn State materials
  - Add “appreciative inquiry” information, too
  - Need to have a site index or more efficient design to help people find the information they want quickly. Need design of site to help with access issues.
  - Add examples of focus group instruments
  - Need to request resources and tools from faculty. [Note: the hope is that most of the “examples” in each topic area will come from our own faculty and can be downloaded and modified for use by others.]
  - Need to have ways and suggestions on how to measure long-term program impacts
    - May need permission to contact people later on
    - Need to plan for evaluation and get baseline data at the outset of programs
    - Need to know what your success indicators are at the outset, then can measure over the long-term
    - This kind of information should also be included in new faculty orientation
- Dan McDonald volunteered to develop a Human Subjects section for the website (now lacking; information on informed consent)
- Question: What is relationship between the two sites (the PDA site and AI’s evaluation site)? The PDA site provides a lot of good links to detailed information. Many of these resources have been incorporated into the new site under the “learn more” links. The major difference is in the design / structure of the sites and the inclusion of “basic” bullets and “examples and applications” on the new site. They are quite redundant. Ideally, our goal is to blend the best of the two sites together.

(4) Propose talking with Human Subjects Office (Mariette Marsh or Elaine Jones) to go over the proposal process so we will have an easier time getting IRB approval; they give concrete examples and let you know about critical wording; also have templates. It was suggested that the Program Eval WG might plan a Breeze call on this topic for a future meeting. Lisa Lauxman will serve as our contact.

- Question - how long are consents valid and must be maintained?
- Compile a list of questions that people would like to see addressed by Mariette prior to the Breeze call.

(5) A Program Evaluation Website Sub-committee is being organized by Barb Hutchinson to move forward with development of the website. Who wants to be on the sub-committee to work on the website? Kelly may be able to help with suggestions for design. (Ask Kelly to attend meeting). Meeting set for September 30, 10-2.

- Sabrina, Al, Sharon, Sheila, Barb, Susan, Kim, Lisa, Donna

(6) We will do a faculty survey for input after a preliminary website has been developed.

(7) Creating faculty awareness of program evaluation;

- Maybe post some blurbs in Tuesday Notes to let everyone know our goal and that they will be asked to provide input at some point.
- Also need to make sure this is included in orientation for new faculty; maybe the Committee should present at the orientation session.
- Possibly hold a workshop for faculty and grad students on evaluation and assessment.

### **Action Items Summary**

- Website sub-committee meeting on campus Sept. 30 from 10-2. The purpose will be to move forward on website design and develop a plan for implementation. Contact Barb if you'd like to participate. Barb or Sheila: can you contact Kelly and ask her to attend the Sept 30 meeting?
- Lisa Lauxman will contact folks from the Human Subjects office and this work group to determine potential dates for a Breeze call focused on the IRB proposal process and basic information on when IRB process is needed, etc. Once a date is set, we should advertise the meeting in Tuesday Notes, since there will be interest beyond our working group. A next step is to send an email to faculty via Patti B, to ask people what Human Subjects topics they would like to see covered in the meeting. Al will assist Lisa as needed.

Thanks to all for a great meeting!

Thanks to Susan and Barb for help with the notes.

-Al