

## EVALUATION PLAN

| <b>Evaluation Level</b>    | <b>Actions/Tasks</b>  | <b>Timeline</b>                                | <b>Resources/<br/>Budget</b>   | <b>Typical Data<br/>Collection<br/>Methods</b>   | <b>How will the<br/>information be<br/>used?<br/>Disseminated?</b> |
|----------------------------|---|--|--|--|--|
| 1. Participants' Reactions | <p>Was your time well spent?</p> <p>Was the professional learning experience the appropriate amount of time?</p> <p>Were you comfortable during the professional learning session?</p> <p>Were the activities well planned and relevant to you as an educator?</p> <p>Was the facilitator knowledgeable and helpful during the professional learning session?</p> | During or after professional learning session. | Copies from school for paper/pencil questionnaire or online questionnaire. | Questionnaires to fill out during the professional learning experience or a few days after the professional learning experience. | Guide to improve the professional learning session(s).             |
| 2. Participants' Learning  | Did the session contribute to your  | Within 3 weeks of                              | N/A  | Brainstorm ideas together before   | Guide to improve concepts/materials of                             |

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|---|--|---|---|---|--|
|   | <p>learning as an educator?</p> <p>How can you implement the materials/information learned in your classroom?</p>  | <p>professional learning session.</p>                   |   | <p>leaving the professional learning session.</p> <p>Reflections of participants.</p>   | <p>professional learning session.</p>                              |
| <p>3. Organization Support and Change</p> | <p>Were the proper materials available?</p> <p>Were questions answered in a timely manner?</p> <p>Were the topics presented in the correct order? (Did the professional learning session run smoothly? )</p> <p>Were there enough resources available to implement in your classroom?</p> <p>Was the environment supportive of the</p> | <p>Within 3 weeks of professional learning session.</p> | <p>Copies from school for paper/pencil questionnaire or online questionnaire.</p> <p>Time for observations from administration and/or content coaches</p> | <p>Questionnaire</p> <p>Interviews with participants</p> <p>Observations by administration and content coaches</p> <p>Reflections</p> | <p>Information will be used to improve organizational support</p>  |

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|--|--|---|---|--|--|
|  | <p>intended goal?</p> <p>How can this professional learning experience impact the school?</p>  |   |   |  |  |
| <p>4. Participants' Use of New Knowledge or Skills</p> | <p>Have you had the opportunity to apply knowledge gained from the professional learning session?</p> <p>How has your instruction changed since the professional learning session?</p> | <p>First assess at least one month after professional learning session.</p> <p>Check for consistent use on a monthly or bi-monthly basis.</p> | <p>Time for observations from administration and/or content coaches</p> | <p>Interviews with participants</p> <p>Observations by administration and content coaches</p> <p>Reflections</p> | <p>Information will be used to improve implementation of knowledge and skills</p> <p>Document faculty participation</p>                        |
| <p>5. Student Learning Outcomes</p>                    | <p>How has implementation affected student learning/performance?</p> <p>Has student participation changed since implementation?</p>  | <p>First assessment should be at least two months after professional learning session.</p> <p>Check for</p>                                   | <p>Time for interviews and review of student portfolios.</p>            | <p>Interviews with teachers, students, parents, etc...</p> <p>Student portfolios</p> <p>Student reflections</p>  | <p>Information will be used to improve the overall professional development</p> <p>Results will be used to assess professional development</p> |

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|-------------------------|----------------------|--------------------------------------|------------------------------|--|--|
|                         |                      | changes on a<br>bi-monthly<br>basis. |                              |  |  |