



Getting Started With Your ATE Evaluation

Evaluation basics

- Ask important questions about the project's processes and outcomes
- Gather evidence that will help answer those questions
- Interpret findings and answer the evaluation questions
- Use the information for accountability, improvement, and planning
- Continue to use this process throughout the life of your project

Resource:
Data Collection Planning Matrix ([bit.ly/data-matrix](#))

Using evaluation

- Improve your project
- Inform stakeholders
- Fulfill grant requirements (annual report)

Resource:
Expectations to Change (EQ) ([bit.ly/AdamsEQ](#))

Working with your evaluator

- Make sure your evaluator's contract is in place
- Assign a point person on your project team for evaluation matters
- Schedule a recurring meeting with your evaluator
- Make an appointment with your college's data person
- Set up a timeline for your evaluation
- Commit to using your evaluation results

Resource:
Principal Investigator "To Do" Checklist: Before Launching Your Project Evaluation ([bit.ly/710eChesKit](#))
Identifying Stakeholders and Their Roles in an Evaluation Worksheet ([bit.ly/stakeholder-wksh](#))

LEARN MORE
Resources to help you and your evaluator
[Webinars](#) | [Blog](#) | [Newsletter](#) | [Resource Library](#)





See evaluation come to life

Our webinars showcase practical examples and demonstrations that demystify the evaluation process. These live, interactive learning events feature the expertise of experienced evaluators and successful project leaders. Information rich handouts summarize key points and include links to learn more.

Use data for ATE research, development, and evaluation

The annual survey of ATE grantees has generated almost 20 years' worth of data about ATE project and center activities and achievements and the students and faculty served through ATE programming. You can use the results to learn about the program and for your own research, proposal development, and evaluation purposes.

Improve your evaluation work now

Our resource library houses an array of checklists, templates, guides, and other resources to help you improve your evaluation work immediately. Tools such as the ATE evaluation planning checklist, logic model template, and data collection planning worksheet help shorten the evaluation learning curve.

Learn from your peers

The EvaluATE-curated blog features the wisdom, experiences, and perspectives of a wide range of ATE community members, including project leaders, evaluators, researchers, and grants specialists. Blog authors share their real world examples and lessons learned so that you can benefit from their evaluation experience and get ideas for your own practice.



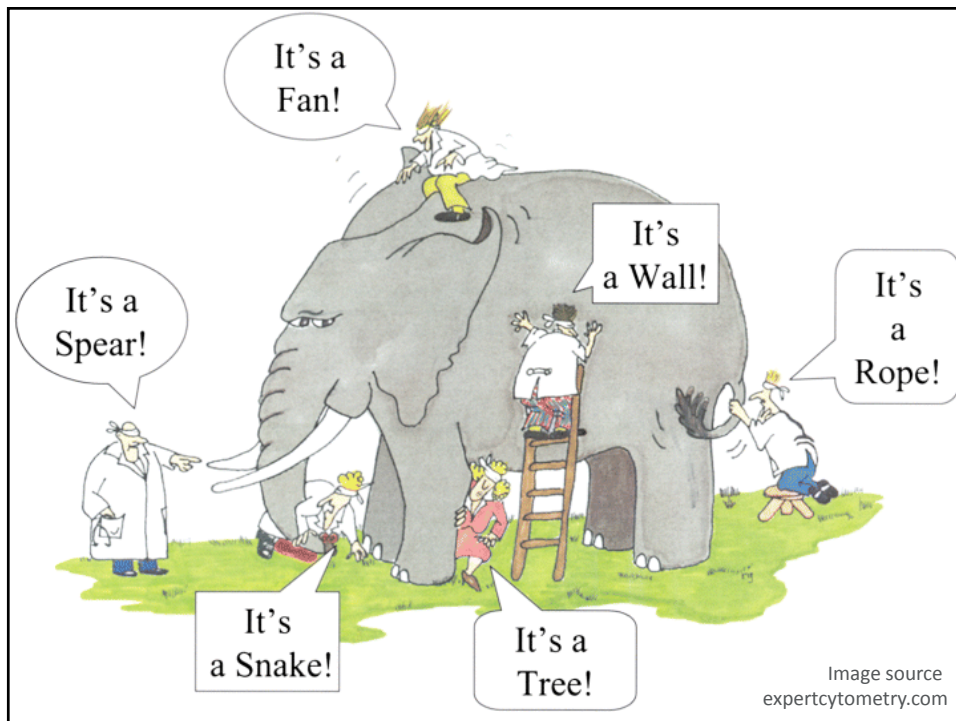
NSF EvaluATE is the evaluation support center for the National Science Foundation's Advanced Technological Education (ATE) program. We are supported by NSF under grant number 1600992.

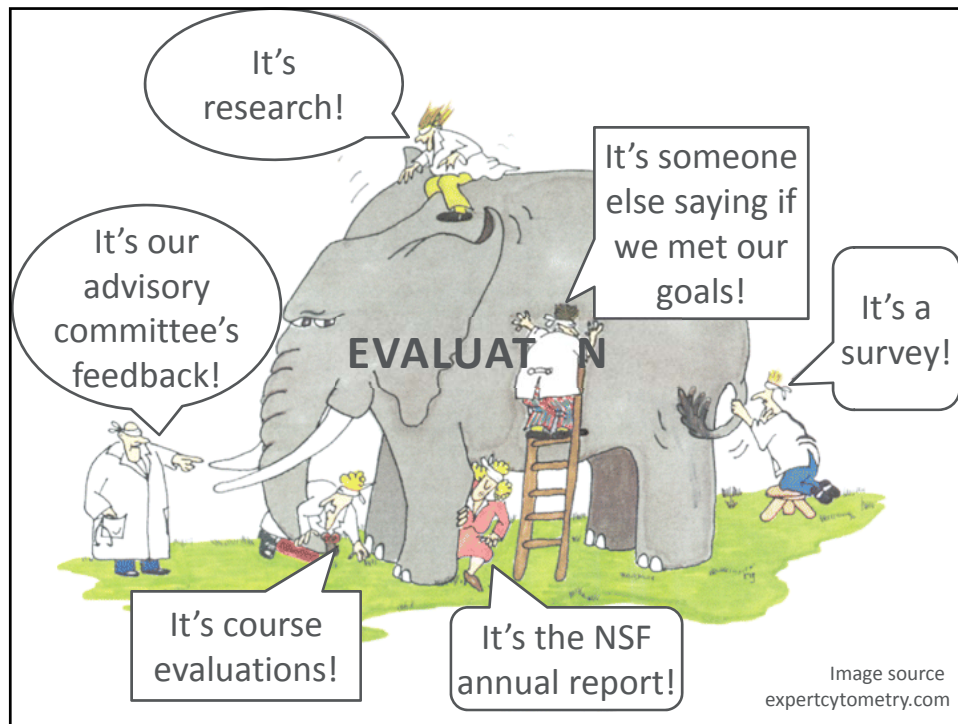


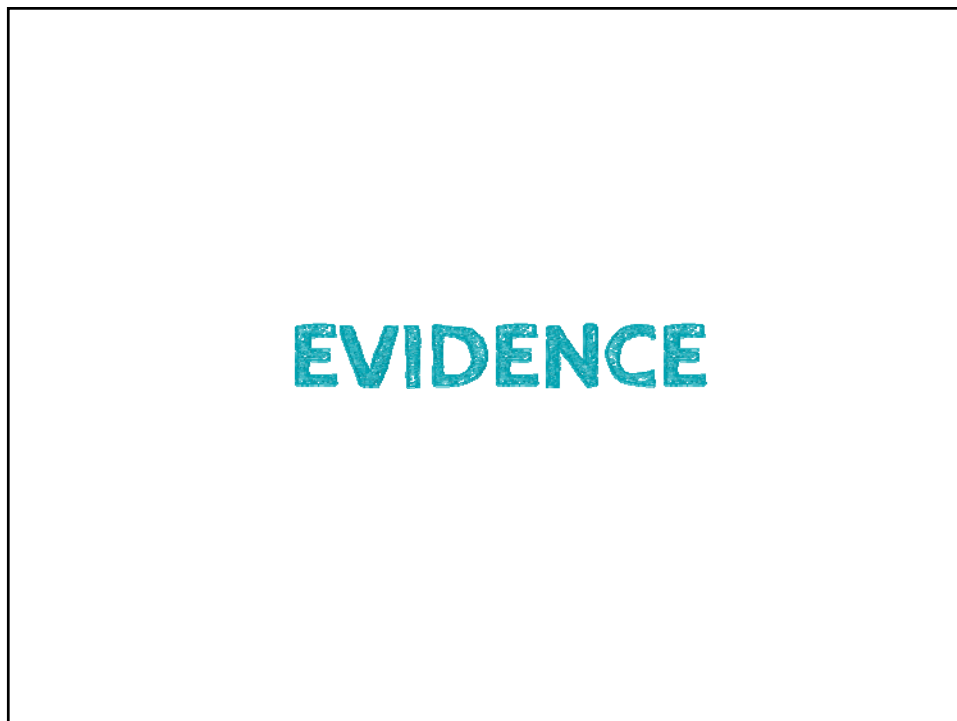
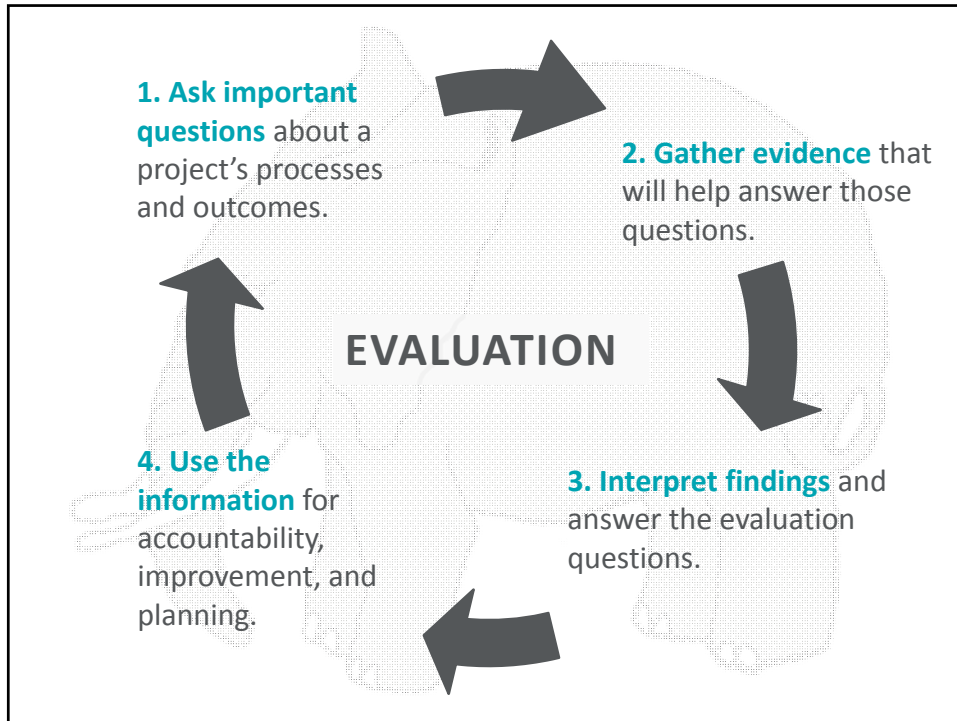
- 1 Evaluation Basics**
- 2 Using evaluation**
- 3 Working with your evaluator**
- 4 Learn more**



Evaluation basics







IMPROVEMENT

ACCOUNTABILITY

**“The most important purpose
of evaluation is not to prove,
but to improve.”**

— Daniel Stufflebeam

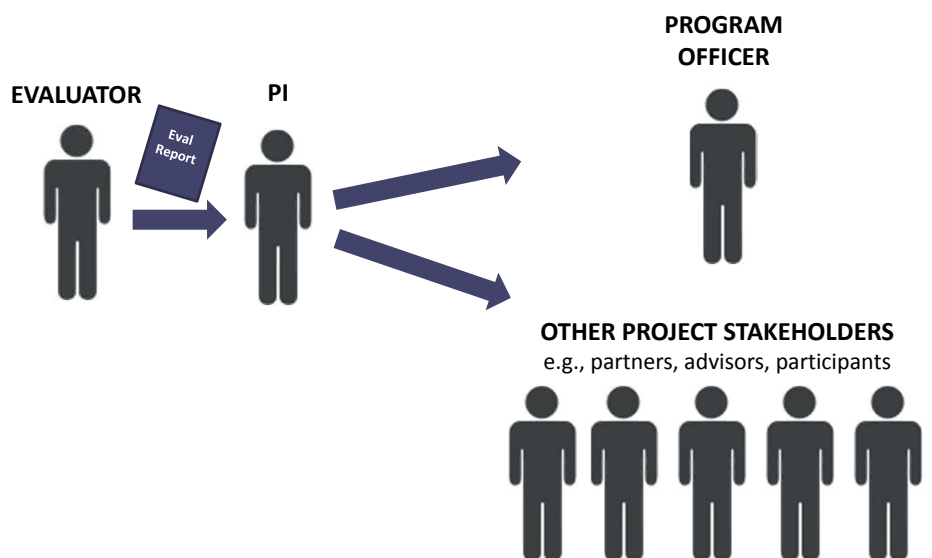


Using Evaluation

How to use evaluation results?

- Feedback to project staff and stakeholders
- Annual report to NSF
- Annual ATE survey
- New proposals

Feedback to Project Staff and Stakeholders



Annual Report to NSF

Cover Accomplishments Products Participants Impact Changes/
Problems Special Requirements



- Goals
- Activities, Objectives, **Results**, and/or **Outcomes**



ATE Annual Survey 2016 Report

evalu-ate.org/survey

New Proposals: Results from Prior NSF Support

**“specific outcomes and results
including metrics to demonstrate
the impact of the project”**

—ATE Program Solicitation



Working with your evaluator

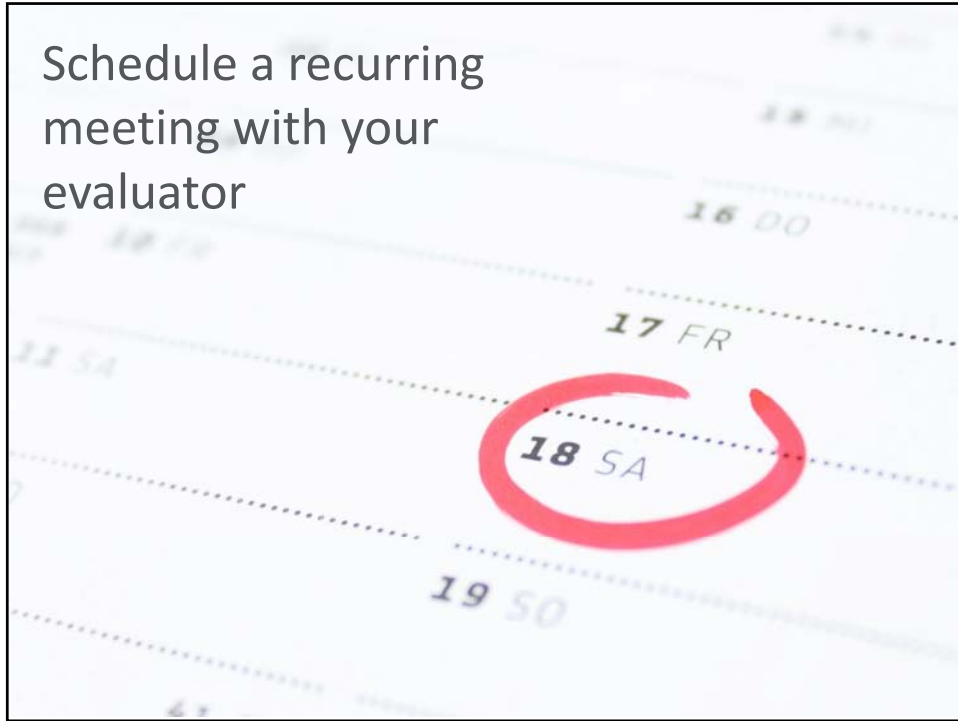
Make sure your
evaluator's contract
is in place



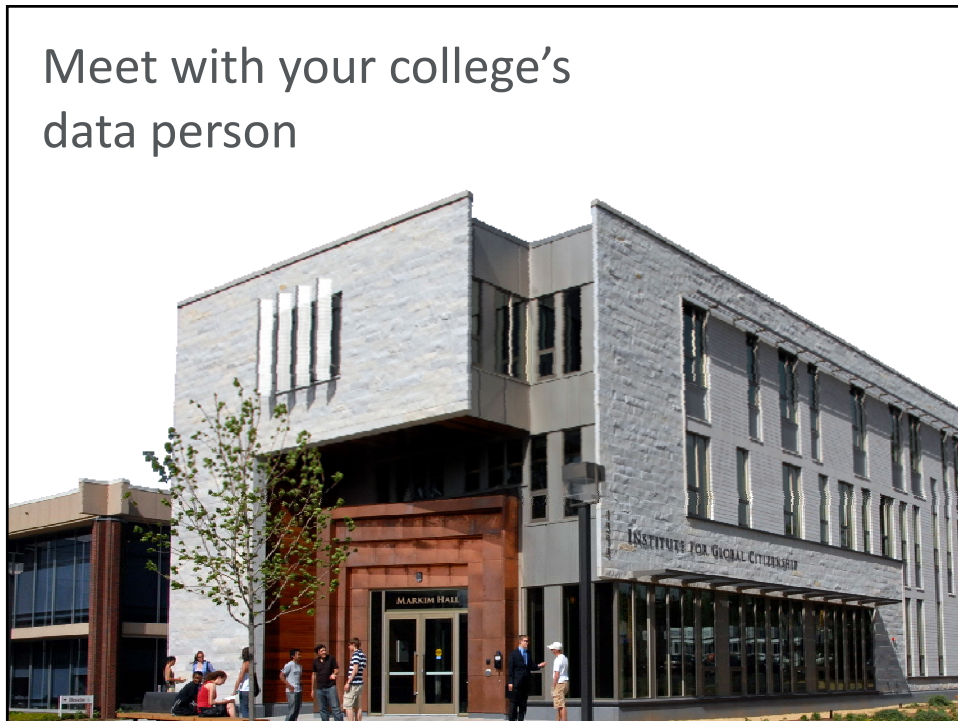
Assign a point-person
for evaluation matters



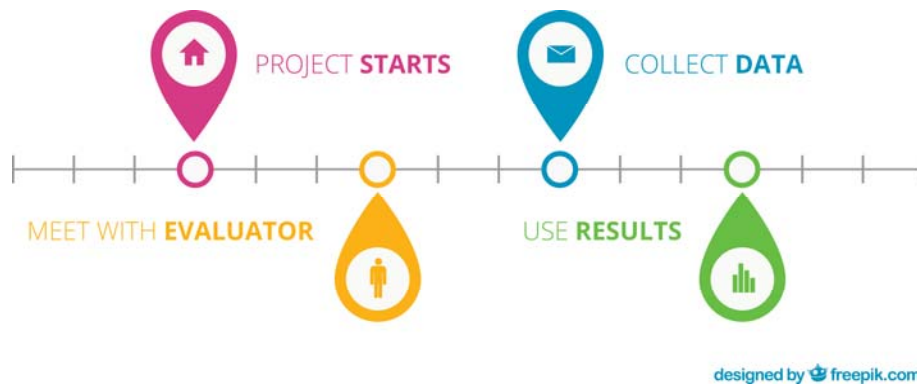
Schedule a recurring meeting with your evaluator



Meet with your college's data person




Set up a timeline for your evaluation



Commit to using the evaluation results





Evaluation 101

Principal Investigator "To-Do" Checklist: Before Launching Your Project Evaluation

What to Do	To/With Whom
Announce or discuss NSF grant award.	Evaluator, partners and advisors/advisory groups colleagues at your institution <ul style="list-style-type: none"> • SRO/grant writer & Data person • Fellow faculty • PI/Marketing Dept. • Business & Purchasing Offices The public- with attribution to NSF
Process contracts.	Evaluator Partners (include providing data as contract obligation)
Discuss evaluation expectations, processes, activities, and timeline (note IRB considerations).	Evaluator
Review goals/objectives and identify data capture needed (and by whom) for the evaluation.	Evaluator
Determine data definitions, time frames for data capture (e.g., by semester), reporting frequency/dates for project. Don't forget to include current status or recent history for baseline data. Review data management plan.	Data Person
Communicate data needs/timelines/reporting dates to partners from whom you will need data.	Co-PI, partner institutions/organizations
Review/set goals for success if not specific in proposal (actual numbers, not just %) with interim benchmarks for gauging progress.	Evaluator, Co-PIs, partners
Plan evaluation activities and discuss evaluation tools to be used. Use uniform tools (e.g., surveys) across partnership and include the capture of demographic data and other information that will be needed for the ATE Annual Survey (if not specifically for your project).	Evaluator, Co-PIs
Discuss evaluation reports to be provided and reporting dates (align deadlines to your reporting needs: NSF annual report, advisory meeting, etc.).	Evaluator

Mentor-Connect: Leadership Development and Outreach Initiative for ATE. Mentor-Connect@msu.edu
 Copyright 2013, DE ATE Center of Excellence, Florence-Evington Technical College, Florence, SC 29502-0548. This material is based upon work supported by the National Science Foundation Grant No. 1204843. Any opinions, findings and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the National Science Foundation.

PI "To-Do" Checklist

Identifying Stakeholders and their Roles in an Evaluation by Lori A. Wingate | The Evaluation Center | Western Michigan University

An "evaluation stakeholder" is anyone with a stake in a program and its evaluation. It is considered good practice to involve stakeholders in an evaluation, but there are not hard-and-fast rules about who should be involved and how. This worksheet is intended to guide evaluators and program personnel in reflection and decision making around these issues.

1. Who needs to be involved to ensure the evaluation's utility, feasibility, propriety, and utility? (list names or at least position titles)

Utility: Whose involvement and support is necessary to increase the chances that the evaluation results will be used?	
Feasibility: Whose cooperation is needed to enable efficient implementation of the evaluation?	
Propriety: Who has a right to be part of various aspects of the evaluation?	
Accuracy: Whose expertise (in the content area and/or context) is needed to ensure the evaluation will yield valid results?	

*Questions adapted from: Davidson, E. J. (2013). Actionable evaluation basics: Getting around answers to the most important questions. Auckland, New Zealand: Real Evaluation. (pp. 11-12). She organized these and other questions around validity, justice, reliability, relation, and cost. The four categories above are the main domains of the Program Evaluation Standards (eval.org).

2. Transfer the names above to the cells below that best describe (A) the person's main role in relation to the program and (B) how he or she is expected to be involved in the evaluation. Give what you know about the program and its evaluation, do you think you have the right people involved in the right ways? If not, what adjustments should be made? (Note: It is not necessary to fill in all the cells.)

(A) MAIN ROLE IN RELATION TO PROGRAM:	(B) TYPE OF INVOLVEMENT IN THE EVALUATION:			
	MONITOR Stakeholders keep track of the evaluation's progress and findings.	FACILITATE Stakeholders affirm the evaluation's importance and minimize barriers to its execution.	CONSULT Stakeholders advise on key decisions about the evaluation.	CO-CREATE Stakeholders and evaluators partner to design and implement the evaluation and interpret the results.
Served or otherwise affected by the program				
Involved in implementing the program				
Make decisions about programming, policies, and/or funding				

Categories adapted from: Patton, M. Q. (2008). Utilization-focused evaluation (2nd ed.). Los Angeles: Sage. (p. 81)

Available from evalu-ate.org

Identifying Stakeholders Worksheet



Learn more

Information Cards



GETTING STARTED INFORMATION CARD

Name: _____

Project Title: _____

Evaluator's Name: _____

Evaluator's Email: _____

I agree to have my evaluator's information shared on the ATE Central site

Question about evaluation:



Connect: [f](#) [p](#) [t](#) [in](#) Search: Search

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EvaluATE is the evaluation resource center for the National Science Foundation's Advanced Technological Education program. We provide webinars, resource materials, newsletters, workshops, and opportunities for ATE community members to engage around issues related to evaluation in the pursuit of excellence in technical education.

Blog

- 3 Inconvenient Truths about ATE Evaluation
- Best Practices for Two-Year Colleges to Create Competitive Evaluation Plans
- Possible Selves: A Way to Assess Identity and Career Aspirations

Highlights

- Summer 2016 Newsletter
- Webinar Recording - Logic Models: Getting them Right and Using Them Well
- Webinar Recording - Understanding the Role of Evaluation in Federal Grants

Recent Library Additions

- Advisory Committee Handbook Checklist
- 2015 External Evaluation Report
- Worksheet: Logic Model Template for ATE Projects & Centers

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RESOURCES

CONFERENCE RESOURCES

ANNUAL SURVEY

ATE RESEARCH AND EVALUATION

ATE PRINCIPAL INVESTIGATORS CONFERENCE

HIGH IMPACT TECHNOLOGY EXCHANGE CONFERENCE (HI-TEC)

AMERICAN EVALUATION ASSOCIATION CONFERENCE

RESOURCE

Shape the future of EvaluATE take our two-minute survey

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FALL NEWSLETTER

now available


HOME ABOUT LIBRARY NEWSLETTER **BLOG** WEBINARS CONTACT




Changing Focus Mid-Project
Asa Bradley
Rebranding the 21st Century IT Technician



Breaking Up is Hard to Do
Mike Lesiecki
Maricopa Advanced Technological Education Center



3 Inconvenient Truths about ATE Evaluation
Lori Wingate
EvaluATE





The image is a screenshot of the evalu-ate.org website. At the top, there is a navigation menu with links for HOME, ABOUT, LIBRARY, NEWSLETTER, BLOG, WEBINARS, and CONTACT. The 'WEBINARS' link is highlighted with a red box. Below the navigation menu is a large banner image featuring a laptop, a smartphone, and a tablet on a wooden surface. The text on the banner reads: 'anatomy of a user-friendly EVALUATION REPORT'. Below this, it says 'Free Webinar' and '1-2 p.m. EST | December 14, 2016' with the URL 'evalu-ate.org/webinars'. At the bottom right of the banner area, the URL 'evalu-ate.org/webinars' is displayed in a larger font.

Demonstration Session:

A Practical Approach to Outcome Evaluation: Step-by-Step

Thursday at 4:45 – 5:15 p.m.
Capitol Room

