

GAANN

Technical Assistance Workshop

Creating the Evaluation Plan (Section j.)

Tim Topoleski

UMBC Presidential Teaching Professor 2008-2011

Professor and Graduate Program Director

Department of Mechanical Engineering

UMBC

9 November 2009



OUTLINE

- I. Introduction to the Theme

- II. The Requirements (GAANN)
7 items

- III. Examples from the proposal

- IV. Summary

THE THEME

Two Thoughts:

1. Stick to the Script

2. Use what you Have / Do what you Do.

The Requirements

1. Seven (7) points required by the Department of Education
2. No Creativity*! (Stick to the Script)

A Look at the “Magnificent Seven”

What does the DOE want????

- (j) **Evaluation plan.** (15 points) The Secretary reviews each application to determine the quality of the evaluation plan for the project, including the extent to which the applicant's methods of evaluation--

...including the extent to which the applicant's methods of evaluation--

- (1) Relate to the specific goals and measurable objectives of the project;
- (2) Assess the effect of the project on the students receiving fellowships under this program, including the effect on persons of different racial and ethnic backgrounds, genders, and ages, and on persons with disabilities who are served by the project;

- (3) List both process and product evaluation questions for each project activity and outcome, including those of the management plan;
- (4) Describe both the process and product evaluation measures for each project activity and outcome;
- (5) Describe the data collection procedures, instruments, and schedules for effective data collection;

- (6) Describe how the applicant will analyze and report the data so that it can make adjustments and improvements on a regular basis; and
- (7) Include a timeline chart that relates key evaluation processes and benchmarks to other project component processes and benchmarks.

Stick to the Script

**You must address
each of these items!**

(1) Relate to the specific goals and measurable objectives of the project;

The GAANN Committee will use several methods to monitor the progress of the Fellows and to evaluate whether the specific goal of the project is being met.

An evaluation at the end of each semester will review the Fellows academic performance, progress toward their Ph.D. degree, their teaching, and overall productivity.

Results of the evaluations will be provided to the students and used for program modification.

The evaluation process will also allow the Department to determine its success in increasing the annual output of domestic Ph.D. students in Mechanical Engineering to meet regional and national needs.

(2) Assess the effect of the project on the students...including students of different backgrounds...;

The effect of this program on student's performance will be evaluated by:

a questionnaire

student and advisor evaluations (*have/do*)

faculty who have contact with the students, (*have/do*)

the GAANN committee as a whole.

Additional input:

UMBC's Graduate School's peer-mentoring program (*have/do*)

a member of the GAANN Committee and WISE group will also serve as a critical point of contact for women students to solicit input on both their academic progress and their comfort in the program (*have/do*)

(3) List both process and product evaluation questions for each project activity and outcome, including those of the management plan;

A Table: (2 examples from a list of 11 – what do you have/do??)

| Project Activity | Evaluation Questions | Measurement Tools (<i>data to be collected</i>) | Outcome |
|--|--|---|---|
| 2. Ensure the students are academically talented | Is the GPA, GRE, relevant practical experience, and other indicators for new Fellows on par with current students? | GPA and GRE records, employment history, letters of recommendation, interview results | Students enrolled are academically on par with current students. <u>Data:</u> Student GPA's |
| 4. Ensure that those recruited as GAANN Fellows have financial need. | Do the Fellows meet the requirements for federal need-based programs? | Data from standard financial aid forms collected by the Office of Financial Aid | Students meet federal criteria for economic need. <u>Data:</u> Financial needs analysis. |

(4) Describe both the process and product evaluation measures for each project activity and outcome;

This is already included in the Table!

****Note that many of the processes used to address points 2 & 4 are things we already have/do, either in the Department, or in the Graduate School, from ABET or Middle States Accreditation.**

(5) Describe the data collection procedures, instruments, and schedules for effective data collection;

Column Three in the Table above describes the data collection procedures... and column Four briefly describes the types of data to be gathered.

The Department of Mechanical Engineering and UMBC have extensive database systems for keeping track of grades, research or teaching appointments, fellowships, advancement to candidacy, progress toward degree, and graduation dates.

Finally, the Project Director will conduct personal interviews with each of the GAANN Fellows upon completion of their program to determine their overall view of the program, and their post-graduation positions.

(6) Describe how the applicant will analyze and report the data so that it can make adjustments and improvements on a regular basis;

Data on enrolled students will be collected and updated each semester by the Department's Graduate Program Director.

The data will be used to monitor student progress, identify and address potential student and program problems.

If a GAANN Fellow is not fulfilling their requirements, has not made progress toward their degree milestones, the Committee will meet with the GAANN Fellow and/or their Academic Advisors to determine a plan of action.

Much of this is have/do

(7) Include a time-line chart that relates key evaluation processes and benchmarks to other project component processes and benchmarks.

Some timeline highlights:

| | |
|----------------|--|
| Mid-August | Graduate Student Orientations |
| Mid-November | Graduate Horizons (minority student recruiting event) |
| Early-December | Teaching course evaluation questionnaire administered |
| Mid-January | Fellows' semester's work evaluated |
| Mid-February | Faculty observe GAANN Fellows in class |
| Late-February | Applications for admission reviewed for new GAANN awards |
| Late-February | GAANN Committee meets with Fellows to discuss progress |

SUMMARY:

1. Stick to the Script

For the Reviewers (points 1-7)

(Don't risk losing points by crossing the line!)

SUMMARY:

2. Use what you Have / Do what you Do.

Use Creativity on the Inside

- Give the students a good program
- Use current opportunities/relationships

THANK YOU

UMBC
AN HONORS
UNIVERSITY
IN MARYLAND

UMBC
AN HONORS
UNIVERSITY
IN MARYLAND