



# Embedding Evaluation!

## I. MISSION TIME

How will you carve out time to focus on assessing whether you are achieving your mission? How will you incorporate stakeholders into mission time?

Examples: Last 15 minutes of weekly staff meeting, Board meeting agenda item, monthly meeting dedicated to mission

What works for your organization?

## II. YOUR EVALUATION TEAM

You need an evaluation process, and someone to oversee it.

You someone who will “run the numbers,” and a team to code qualitative data.

Can you appoint an Evaluation Coordinator?

It should be someone who has the authority to make it happen.

How can you make it a primary responsibility so that it really happens?

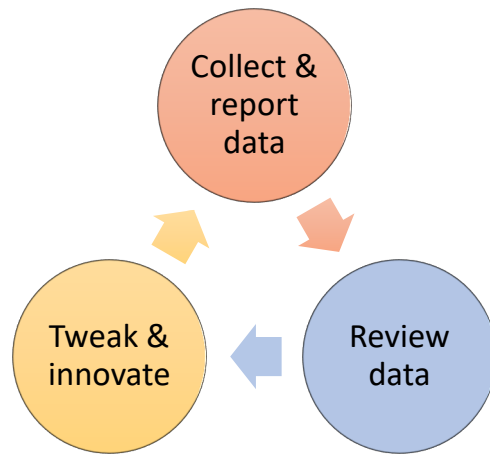
Examples: Evaluation Coordinator position (larger orgs); Director is the evaluation coordinator (UNM Evaluation Lab)

What works for your organization?

Who will be on your Evaluation Team? Try to include representatives from all stakeholder groups.

Examples: UNM Eval<sup>2</sup> includes leadership, staff and students. Would be great to have a partner org representative.

What works for your organization?



### III. FEEDBACK LOOP

#### COLLECT & REPORT DATA

UNM Evaluation Lab example

<b>Data Instrument:</b> Pre and Post student skills survey on SurveyMonkey	<b>Who will administer and when?</b> Eval Lab instructor: first and last week of class
	<b>Who will report data and when?</b> Summer graduate assistant, report completed by mid-June
<b>Data Instrument:</b> Student focus group	<b>Who will administer and when?</b> Former student volunteer, last class devoted to focus group
	<b>Who will report data and when?</b> Evaluation team members will code in June; summer graduate assistant will write report by July 1
<b>Data Instrument:</b> Interviews with partner organizations – scheduled for 1 hour	<b>Who will administer and when?</b> Director and Team Lead for that organization will conduct structured interview (a structured interview has set questions) between May 15 and June 15.
	<b>Who will report data and when?</b> Director will create a report by July 1
<b>Data Instrument:</b> Institute and Expo Feedback	<b>Who will administer and when?</b> Eval Lab Director (Expo) and Institute Director (Institute) at end of event.
	<b>Who will report data and when?</b> Eval Lab Director (Expo) and Institute Director (Institute) – schedule to be determined by next Team meeting

**COLLECT & REPORT DATA**

What works for your organization?

Data Instrument (name or describe):	Who will administer and when?
	Who will report data and when?
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**REVIEW DATA RESULTS (and make decisions about modifying programs)**

Involve representatives of all stakeholder groups if you can.

Integrate into your usual operations.

<p>Who will review data?</p> <p>Evaluation Lab example: Students, staff, leadership, participants, public (published reports online)</p> <p>What works for your organization?</p>
<p>When and how does the review happen?</p> <p>UNM Evaluation Lab example: Our evaluation team holds a dedicated meeting for reviewing data. We share reports with our partner organizations at an Advisory Council meeting. In both meetings, we brainstorm tweaks and innovations for our programs. We publish reports on our website.</p> <p>What works for your organization?</p>

