

Readiness Assessment Questionnaire

The M&E Workgroup invites you to review and provide comments on this draft "Readiness Assessment Questionnaire". E-mail your comments to Atziri (atziri.ibanez@noaa.gov) by January 25th, 2010.

IMPORTANT: This form is still in DRAFT form. The M&E Workgroup is still working on making several revisions to the form, but we thought you might find it useful to see what we are working on. You can access the on-line version, if you are interested in seeing how it works on-line:

<https://spreadsheets.google.com/a/noaa.gov/viewform?formkey=dF9hLVQyTzNvNE5xQlcwSVVSYmh2Y2c6MA>

ABOUT THIS READINESS ASSESSMENT QUESTIONNAIRE

The objective of this "Readiness Assessment Questionnaire" is to serve as a diagnostic tool that will help determine where a given NOAA education program stands in incorporating evaluation and evaluative thinking in their program design and implementation. The "self-assessment tool" will help us determine whether education programs:

1. Meet a minimum series of prerequisites recommended for incorporating evaluation in their program design and implementation;
2. Can demonstrate increased competency in measuring outcomes; and
3. Can show that they have a system in place to collect and report performance indicators, as will be required by this NOAA education outcome-based M&E framework.

We plan to use this data to learn about evaluation needs and challenges (to help inform development of NOAA-wide performance measures and monitoring tools) and to inform the future external evaluation expert on our status for evaluating our programs. This will give the future external evaluator a baseline of our needs and challenges in evaluation.

The Questionnaire is organized in six sections:

1. Administrative Unit - General Evaluation Status
2. Program Specific Information
3. Type of Data Collected
3. Resources
4. Reporting and Dissemination of Program Results
5. Final Comments

The M&E Workgroup estimates that it will take you ??? to complete this form.

IMPORTANT: We suggest that you gather all the information you need first to complete the form. Unfortunately the way the form is set-up right now requires you to complete the whole form at once, so please make sure to allocate sufficient time to complete it. A printed copy of this form can be found on the Office of Education intranet site.

Thank you for taking the time to complete this form.

The M&E Workgroup

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SECTION I. ADMINISTRATIVE UNIT - GENERAL EVALUATION STATUS

This section focuses on the overall status of evaluation for your Administrative Unit. An Administrative Unit is the NOAA entity which has primary responsibility for the budgetary support, administration, and staffing of an Education portfolio.

Administrative Unit (AU) *

Please select from the drop down list below.

Climate Program Office

Before you complete the next section, please review the following definitions. *

- An output can be: 1. the products and services that are produced by a program. These are generally tabulated as counts, percentages, time allocations and/or dollar amounts. 2. the immediate results of an action (e.g., services, events, and products) that document the extent of implementation of a particular activity. They are typically expressed numerically—e.g., the number of persons who visit a museum exhibit or listen to a radio program. (NSF Framework) 3. the number of activities that are part of your program or how many people will participate in those activities (NSF Framework)
- An outcome can be: 1. the changes that show movement toward achieving ultimate goals and objectives—e.g., the number of persons who enhance their knowledge as a result of visiting a museum exhibit or listening to a radio program. (NSF Framework) 2. the likely or achieved short-term and medium-term effects of a program or intervention.
- A logic model is a graphic representation of a program showing the intended relationships between investments and results. Most logic models incorporate the following components: (1) Inputs; (2) Outputs; (3) Outcomes (Short-term / Mid-term / Long-term); (4) Unintended Results; (5) Assumptions; and (6) External factors.

What is the status of evaluation for your Administrative Unit? *

Please check all that apply.

	Completed for my whole AU	Completed for specific programs	In development	Not sure when we will tackle this task
Evaluation Plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Logic Model	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Output Performance Indicators	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outcome Performance Indicators	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide any comments that would help clarify your selections above.

What are your major challenges with evaluation? *

Please check all that apply and indicate what level of challenge it constitutes for your program.

	Greatest Challenge	Challenge	Little or No Challenge
Resources (personnel or funding)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Finding the "best" external evaluator	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Experience with OMB	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lack of interest in the process of evaluation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lack of commitment for evaluation from leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide any comments that would help clarify your selections above.

Please indicate how much you spend on evaluation on an annual basis. *

- Nothing, we evaluate our programs internally.
- 1-2% of the total administrative unit's budget.
- 3-4% of the total administrative unit's budget.
- 5-6% of the total administrative unit's budget.
- 7-8% of the total administrative unit's budget.
- 9-10% of the total administrative unit's budget.
- Nothing, we don't evaluate our programs
- Other:

Which of the following goals do you think evaluations should accomplish? *

Please select from the drop down box below.

Demonstrate program strenghts and weaknesses.

The next 4 sections inquire about the status of evaluation of a specific administrative unit's program. Do you have information on a specific program you wish to report on? *

Program(s) – A thematic grouping of projects and activities within a NOAA Administrative Unit's education portfolio. For this data collection, please only consider programs that have a minimum of \$50,000 in dedicated resources (combined staffing and all other budgetary allocations).

Yes

No

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SECTION II. PROGRAM SPECIFIC INFORMATION

IMPORTANT: This section aims to collect information on a PROGRAM not an Administrative Unit.
DEFINITION: Program is a thematic grouping of projects and activities within a NOAA Administrative Unit's education portfolio. For this data collection, please only consider programs that have a minimum of \$50,000 in dedicated resources (combined staffing and all other budgetary allocations).

Type of Program *

Please select from the drop down box below.

Formal

Name of Program *

Is this program implemented in collaboration with other administrative unit's? *

- Yes
- No

If yes, please tell us who your partner is.

Please select from the drop down list below.

Climate Program Office

What is the status of evaluation for your program? *

Please check all that apply and indicate what level of priority it constitutes for your program.

	Completed for my program	In development	Not sure when we will tackle this task
Evaluation Plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Logic Model	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Output Performance Indicators	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outcome Performance Indicators	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

What is the goal of your program? *

Remember, goals describe the overriding purpose of a program or project and are written as general statements. Goals are written at the SEE level of the TOP model, they provide the "big picture" of what is to be accomplished by undertaking the project. Goals describe social, economic, or

environmental impact of the project in broad terms.

What are your goals for program evaluation? *

How frequently do you evaluate this program? *

- Quarterly
- Twice a year
- Once a year
- Every two years
- On-going
- Other:

Please provide any comments that would help clarify your selections above.

What type of instruments have you used to evaluate this program? *

Please check all the boxes that apply

- Needs Assessment
- Pre & post teacher/educator survey
- Pre & post student survey

- Post teacher/educator survey
- Post student survey
- Formative Surveys
- Summative Surveys
- Portfolios
- Observation checklist
- Focus groups
- Interviews
- Concept Map
- Other:

How long has it taken you to get to your current level of program evaluation? *

Please select one.

- 1-3 years
- 4-5 years
- Other:

Please provide any comments that would help clarify your selections above.

Is your evaluation approach scalable to an agency level?

- Yes
- No
- NA
- Other:

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SECTION III. TYPE OF DATA COLLECTED FOR AN EDUCATION PROGRAM

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At which level in the TOP model hierarchy are you collecting data on? *

Choose one answer.

- social, knowledge, practice
- inputs, outputs, outcomes
- reactions, behaviors, social action
- resources, activities, economic

Which OUTPUT measures do you collect? *

Check all that apply.

- Number of teachers
- Number of K-12 students reached
- Number of participants (other than teachers and students)
- Number of walk-in visitors at education center
- Number of lessons downloaded from a website
- Number of volunteers
- Number of informal educators
- Number of pre-service teachers
- Number of visits on a website
- Contact hours
- Number of professional development workshops
- Number of Participants for Professional Teacher Development Workshops
- Number of contact hours for professional development workshops
- Number of repeat teachers in professional development workshops
- Number of publications
- Number of volunteer hours for education events

- Number Pre K - College Outreach Programs
- Number of Pre K - College Students reached through outreach
- Number of minority Pre K - College students reached through outreach
- Number of Contact Hours for Pre K- College Outreach Programs
- Number Pre K - College Field Trip Programs
- Number of Pre K - College Students reached through field trips
- Number of minority Pre K - College students reached through field trips
- Number of Contact Hours for Pre K- College Field Trips
- Number of seminars, presentations, exhibits and significant outreach actions (non CTP)
- Number of organized events
- Number of contacts made through organized events
- Number of K-12 students & parents served
- K-12 teachers - Number of clock hours awarded
- Numbers of undergraduate or graduate students
- None of the above
- Other: _____

Do you collect any kind of OUTCOME measures? *

- Yes
- No
- Other: _____

What kind of OUTCOME measures do you collect?



What other types of data are you collecting as indicators of performance?

If your program is distributed (e.g. multiple sites), how is evaluation data aggregated at the highest level?

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SECTION IV. RESOURCES

IMPORTANT: This section aims to collect information on a PROGRAM not an Administrative Unit.
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Who evaluates your program? *

External evaluator

Education Staff

Manager

Other:

If you use an external evaluator, please provide contact information.



Please indicate your level of satisfaction with this evaluator.

1 2 3 4 5

Not satisfied Extremely satisfied

Please indicate how much you spend on evaluation on an annual basis. *

Nothing, we evaluate our programs internally.

1-2% of the total education administrative unit's budget.

3-4% of the total education administrative unit's budget.

5-6% of the total education administrative unit's budget.

7-8% of the total education administrative unit's budget.

9-10% of the total education administrative unit's budget.

Other:

Please indicate how many people on your staff assist with your evaluation efforts and how much time they spend on it. *

Where do you get your training on evaluation from? *

- Attend trainings offered by NOAA's Coastal Services Center
- Attend NOAA Designing Education Projects training
- Option 3
- Other:

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SECTION V. REPORTING & DISSEMINATION OF EVALUATION RESULTS

IMPORTANT: This section aims to collect information on a PROGRAM not an Administrative Unit.
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Who is responsible for reporting your program evaluation results? *

- The Administrative Unit Education Director
- Other program education staff
- Division Chief
- Other: _____

How are you reporting your program results? *

- Annual Report
- Quarterly Report
- Line office website
- Presentations at Conferences
- Publish in a Journal
- Other: _____

If you have published in a journal, please provide the name of the journal.

Who are you reporting it to? *

Check all that apply.

- Division Chief
- NOAA Office of Education
- Congress
- Line Office AA
- NOAA Blue Book
- Education Council

OMB

Other: _____

How frequently do you consult the results of your evaluation reports to make decisions about your program? *

Choose one answer.

Never

Sometimes

Frequently

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SECTION VI. FINAL COMMENTS

What are your next steps in advancing your evaluation efforts? *

What are your next steps in advancing your evaluation efforts? *

Please share any final comments you might have.

Do you have any comments on this questionnaire?