

**Program Evaluation Research and Support Working Group**  
**April 14, 2009, 10:00 AM – 12:00 PM**  
**Pima County Cooperative Extension Office**

**In Attendance:** Jim Chamie, Cynthia Flynn Al Fournier, Dan McDonald, Sabrina Tuttle (by phone), Susan Pater, Sheila Merrigan,

2008-2009 Accomplishments

- Al reviewed Working Group goals and accomplishments for 2008-09. These have been summarized in the work group report / extension of funding request posted on the Program Evaluation WG webpage at <http://cals.arizona.edu/apmc/progeval.html>
- Most notable accomplishments are significant progress in content development and a basic design for the program evaluation website, including development of Human Subjects section (see below); participation in organization and evaluation of the Professional Development in-service training April 1-2, 2008; December 17, 2008 Breeze Session “Introduction to IRB and the Application Process.”

Update on Program Evaluation Website

- September 30 – PERS WG working session. A subcommittee of our working group, including members of RREA, had a productive working session in which we developed a detailed plan for a revised version of the program evaluation website, now to be hosted on the CE website.
- Alyssa Rosemartin, who works for School of Natural Resources was initially identified to develop content using Drupal, but is currently overloaded with other work, including the main Extension site and 4H site. Drupal is good for database websites, but standard HTML is fine for more static sites like ours. In addition to Alyssa, other Drupal experts on campus are backed-up with other work. We have decided to move ahead and work with Rose Hessmiller, a private consultant out of Albuquerque identified by Barb Hutchinson. Barb is contacting Rose to get a quote and timeline for development of the PE site.
- Dan McDonald, working with Lisa Lauxman and Al Fournier, is coordinating development of IRB / Human Subjects content for the website. This will include basic how-to information, links to articles and IRB information, as well as examples of IRB Project Review Forms that the three of us have annotated. We have marked up 3 different PRFs for different types of projects. Mariett Marsh in Human Subjects has been very helpful in reviewing the 3 forms and she provided corrections and expansions on our comments. Dan will integrate Mariett’s comments prior to our posting the annotated review forms on the web. Our goal was to guide people who have not been through the process before.
- Sabrina Tuttle has an example of a PRF for Indian country that she will provide to Dan. She has also provided a series of 5 fact sheets about the process of conducting research on different reservations. They are currently posted on the Extension website.

- Discussion of Drupal: bottom line is it may not be necessary and could be more expensive to develop. Barb will be reviewing this question with Rose Hessmiller, but in all likelihood we will proceed with standard HTML approach.

#### Human Subjects Webinar

- On December 17, Dan & Lisa coordinated a Human Subjects Webinar on the topic “Introduction to IRB and the Application Process.” This was put on by then director of the IRB, Rebecca Dahl. About a dozen faculty members participated in the session. A secondary goal of this program was to develop a relationship with IRB. The IRB department has recently been reorganized. There are no plans in the near future for a follow-up training, but will probably pursue this at a later time.

#### New Resources

- *Building Capacity in Evaluation Outcomes: A Teaching and Facilitating Resource for Community-Based Programs and Organizations*. University of Wisconsin Extension, available at <http://www.uwex.edu/ces/pdande/evaluation/bceo/index.html> ---- Consider linking to this resource of plan a webinar on this.
- Braverman et al. 2008. *Program Evaluation in a Complex Organizational System: Lessons from Cooperative Extension*. *New Directions for Evaluation*, no. 120, Winter 2008.
- eXtension is developing a community of practice for evaluation. They have a Webinar series, including a session for April 15 on the topic of Evaluation Learning Communities. Dan forwarded a notice of this meeting and the schedule for later monthly sessions to the WG email list. Al will post the schedule on our working group page.

#### University Collaborative for Engagement and Outreach

- University of Arizona Collaborative for Engagement and Outreach. Outreach programs exist throughout the university; typically local to Tucson. Dan & Sheila are part of this group, which includes folks from all over campus. The topic of evaluating community programs came up in discussion. The Collaborative is interested in the resources our WG is putting online. They are also planning to organize a 3-part training session on evaluation of outreach programs. How do you build evaluation in; how do you implement; how do you measure impact? They are not expecting us to do any of the training, but members of our working group could help with the planning. Dan and Sheila are already involved.
- The Collaborate has put together a website that is a second-level page off of the University’s main webpage called “Outreach & Extension.” They have a “Ning” (Sheila will email the ning URL to our group) a social networking tool, where an evaluation subcommittee of this group is linking up. They have some experienced evaluators, and others that do not know much. Dan is interested in the evaluation part of what the group is doing. It will be good to keep lines of communication and cooperation open between our groups.

#### RREA Needs Evaluation Help

- Susan Pater is looking for someone to work with RREA on evaluation work now that Donna Peterson is gone. Dan suggested that Allison Titcomb may be interested or may know someone who can help out.

#### Budget review, 2008-09

- We started with \$1,200 in CE funding. We spent \$28 on fuel. The balance of \$1,172 has been designated to help pay for the website work and Patti B approved our plan of extending these funds. For web development, we also have an additional \$3000 committed from CE and \$3000 from RREA.

Next Meeting – did not schedule at this time

#### Action Items:

- AI will finalize the notes and post on the WG web page.
- Dan will finalize the IRB / Human Subjects content for the website. In the short term, we will post this on the APMC draft program evaluation website, so the new content will be available for Rose Hessmiller's group.
- Sabrina will annotate an IRB Project Review Form that was approved for research on reservations. This will be added to the Human Subjects page that Dan is working on. (This can happen before or after the first draft is posted.)
- Barbara Hutchinson will work with Rose Hessmiller, initially getting a quote and timetable for development of the PE website. Assuming this is reasonable, we will work her group to develop the redesign of the site.