

**Program Evaluation Research and Support (PERS) Working Group
FY 08 – 09 Work Plan for Remaining Budget
March 5, 2009**

From: Al Fournier, PERS working group chair
To: Patti B

Dear Patti,

We are requesting that Cooperative Extension (CE) administration refrain from sweeping any of the funds remaining in the Program Evaluation working group budget. (As of Jan 14, you had indicated a remaining balance of \$1,172.) While I understand the need for CE to conserve funds wherever possible during the current fiscal crisis, our working group members believe that our plan for use of these funds will provide a well-leveraged benefit to all CE faculty. Below I provide a work plan for expenditure of the remaining funds followed by a brief progress report on working group activities.

Work Plan

The balance of remaining working group funds will be used to partially fund a web programmer who will be developing a new Extension Program Evaluation Resources website. Nearly all of the actual content for the website has been developed and an organizational structure and format for the website decided. Barbara Hutchinson has identified an available programmer with the needed expertise (Drupal) to develop the site in format consistent with the direction that Cooperative Extension is moving for all Extension websites. There has been some delay in beginning the actual website development primarily due to other Extension web priorities. The one content area where some development work remains to be done is on an IRB / Human Subjects resource area of the site. Dan McDonald has taken the lead on coordinating this section of the site and anticipate completion of content by April 1 with subsequent review by IRB staff.

Significantly, the monies (<\$1,200) provided through PERS working group funds toward this effort will be leveraged with an additional \$3,000 from RREA and up to an additional \$3,000 if needed from Cooperative Extension funds committed by Jim Christenson. We anticipate that this highly leveraged effort will greatly assist faculty and staff throughout Cooperative Extension by connecting them with “out of the box” resources and specific examples of different types of program planning and evaluation models. Our goal is to create an online community of practice around evaluation topics. Following the launch of the website (projected for late summer or fall 2009) we plan to conduct a Breeze session to familiarize faculty and staff with the topics and resources available and to promote good evaluation practice.

Progress Report

- Coordinated with Professional Development working group to organize in-service program on Teaching and Assessment held in Tucson April 1 – 2. PERS work group members were responsible for developing assessment topics, based on last year’s online program evaluation needs assessment of faculty, and for overall evaluation of the in-

service program, which was overwhelming positive. This session was attended by about 25-30 faculty.

- May 21 – PERS WG conference call. This was a planning session to review an early draft version of the program evaluation website.
- August 13 – PERS WG / RREA Committee joint meeting in Tucson, to discuss mutual interests and goals for development of online program evaluation tools and resources for all Extension faculty. Members of our working group were called in to consult with the Renewable Resources Extension Act (RREA) committee, which has a goal of developing templates for evaluation across Natural Resources extension programming, and has some funds dedicated to this. An outcome of this meeting was the idea that whatever resources are developed should be made available to all of Extension faculty and designed in a way to be of use to all. PERS WG members also participated in follow-up RREA Evaluation WG meeting in Tucson on August 19.
- August 19 – PERS WG meeting at CALS Faculty Conference. This well-attended meeting provided an opportunity for broad review and input into revised draft of 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.
- December 17, 2009. Breeze Session: Introduction to IRB and the Application Process. A presentation by 2 members of the UA Institutional Review Board (IRB) on the process and resources for successfully navigating the Human Subjects research proposal process. About a dozen faculty members participated in the session.
- December 2008. RREA commits \$3,000 to partially fund Drupal programmer to develop the program evaluation website. A similar commitment from CE Administration is made in January 2009.
- March 5, 2009. Dan McDonald & Al Fournier met to work on content for IRB portion of the website and developed a plan and timeline for completion in April, 2009.