

External Evaluation

All group presentations are required to have an evaluation.

Analysis Process

Distance Learning

Distance Learning evaluations should be analyzed every 6 months to 1 year by the state lead. The state lead will take appropriate action based on the evaluation data.

The state lead will compile the report from Quia, save it as a PDF document, and send it to the project lead, and to Gerry for filing in the s:drive.

Classroom Training

Classroom training evaluations need to be compiled and submitted to the state lead.

- ECM – Beki and Gerry
- Policy and Process – Jayne and Gerry

Evaluations shall be provided to each trainee to complete during training. The project lead will determine/create the evaluation to be used for each training program and provide the evaluation master copy to the trainers (as well as to Mark for publication on the Curriculum webpage).

Note: All ECM courses need to use the template created on 6/13/12. Additional questions may be added to this template.

Evaluation Process

All trainers presenting DFES sponsored programs will use the evaluation provided by the Project Lead.

After the evaluations have been completed, these steps need to occur:

1. The trainer will send the paper evaluations to UW-Oshkosh, attention Renee Rickert within one week.
2. Renee will have evaluations tabulated, then send the summaries to Gerry Mayhew for filing on the s:drive, to the trainers, and so the state and project leads.
3. The State or Project Lead will provide feedback on the results gathered from the evaluations as appropriate.

Following each class, the trainer should summarize the effectiveness of the class and any issues/concerns and send to the project lead, state lead, and training team members. The state lead will take appropriate action if necessary.

The state lead will compile all classroom evaluation data to the course level and analyze it every 6 months to 1 year. The state lead will take appropriate action based on the evaluation data.

Classroom Process

Provide the evaluation at the beginning of class.