

TCNJ Evaluation Plan

Current Evaluation Processes

Kirkpatrick Level	Type(s) of Evaluation	How/When data is Collected	How Data is Analyzed	Results of Analysis (and how they are used)
Level 1 - Reaction/Satisfaction	Survey to determine what faculty liked/disliked about the training and whether or not they find the content to be relevant	At the end of each program using an online survey	TCNJ uses Qualtrics for surveys which provides detailed analytics of the responses including averages and trends	The results are used to make improvements to content and methods based on any areas that need improvement as identified by the participants
Level 2 - Learning	None	N/A	N/A	N/A
Level 3 - Behavior	None	N/A	N/A	N/A
Level 4 - Results	None	N/A	N/A	N/A

Current Evaluation Instrument (list at least 1)

- Explanation of instrument (or direct link to it) and how it is used: A post-survey is given at the end of each program to get high-level feedback about the program including whether or not the faculty liked the program, any aspects of the program that they think need to be improved, and whether they thought the content is relevant. The survey is taken online using Qualtrics.
- How it could benefit from improvement: The feedback provided by the survey is very general. It would be helpful to have more specific feedback.
- How could it be improved: We could add more short answer questions to the survey and ask participants for specific feedback on what they thought about the training. We could also reword multiple choice questions so that we can get more specific feedback from them. For example, instead of saying "How effective was the training?" we could ask a more specific question like "How effective was the video shown at the beginning of the training?" We could also introduce a rating scale and have participants rate certain aspects of the training.

New Evaluations (list at least 2)

Evaluation Type	What is being evaluated	How evaluation would be carried out	How Data is Analyzed	Results of Analysis (and how they are used)
Level 2	The knowledge obtained and retained by learners during professional development programs.	Participants will be given a pre-test at the start of the program and a post-test at the end of the program.	The data will be analyzed using Qualtrics analytics. Participants will be able to compare their scores on pre- and post-tests.	The results will be used to determine how well the content is being conveyed to participants. If they are not learning what they are supposed to be learning or are not retaining the content then the program will be modified to convey the information more effectively.
Level 3	How participants are applying knowledge from professional development to their jobs.	A follow up survey will be given to participants and their supervisors one month after each professional development program ends. The course evaluation surveys that students have to fill out after completing every course at TCNJ will also be modified to include questions to determine whether or not the instructors are incorporating methods from the training into their teaching.	The data will be analyzed using Qualtrics analytics.	The data will allow us to determine if participants are using the knowledge they gained to change their behavior at work. We will be seeing this not only from their perspective but from their supervisors' and students' perspectives. This will allow us to improve programs and make them more engaging in hopes that they will help faculty be more successful in their jobs.

Level 4	All courses within the professional development program.	This would be done annually. The professional development staff will look at all surveys and tests from all course from the past year to determine the effectiveness of the courses. The course descriptions and content will also be reviewed.	All of the data will come from Qualtrics analytics and from feedback from the heads of departments at TCNJ that participated in training.	The results and analysis will be compared to the mission and goals of the professional development program at TCNJ. Any courses that are deemed ineffective or do not coincide with the program's mission or meet the program's goals will be either cut or revamped. Also, new programs will be added if the results indicate a demand for programs in areas that are not already covered.
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