

Presidential Mini-Grants for Departmental Diversity Initiatives

Evaluation Plan Guidelines

| Action Plan | | | Evaluation Efforts | | | |
|---|---|--|---|--|---|---|
| Program Goals | S.M.A.R.T. Objectives (Specific, Measurable Achievable, Realistic and Time-phased) | Activities (optional) | Indicators | Data Collection Source | Data Collection Method | Timing (optional) |
| Guiding Questions | | | | | | |
| <i>What are the general guidelines that explain what you are trying to achieve?</i> | <i>What are the smaller steps to reach program goals?</i> | <i>What are the necessary action steps to accomplish objectives?</i> | <i>What will you need to observe to determine if/or when the objective was met?</i> | <i>What instruments will you use to collect data and program feedback?</i> | <i>How will you collect your data?</i> | <i>When will you collect your data?</i> |
| Examples | | | | | | |
| Promote diversity in environmental sustainability research. | At least 50 students will attend an environmental sustainability conference focused on celebrating diversity. | Form a conference planning committee. | Attendance of students at the conference. | Sign-in sheets | Students will sign in upon arrival to the conference. | April, 2016 |
| Raise awareness about LGBTQ community. | Offer five LGBTQ peer education workshops. | Develop workshop curriculum. | Increase participants' awareness of LGBTQ issues. | Surveys | Surveys will be administered at each workshop. | Sept., 2016 – Nov., 2016 |