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Introductions



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Land Acknowledgments

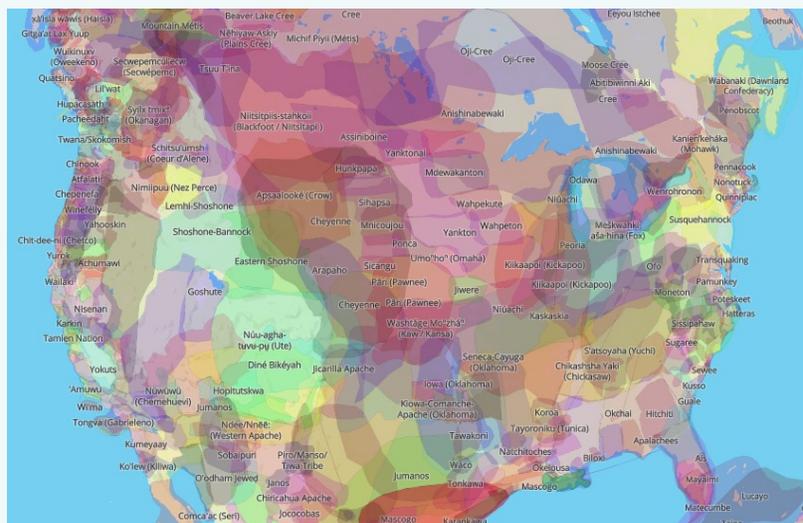
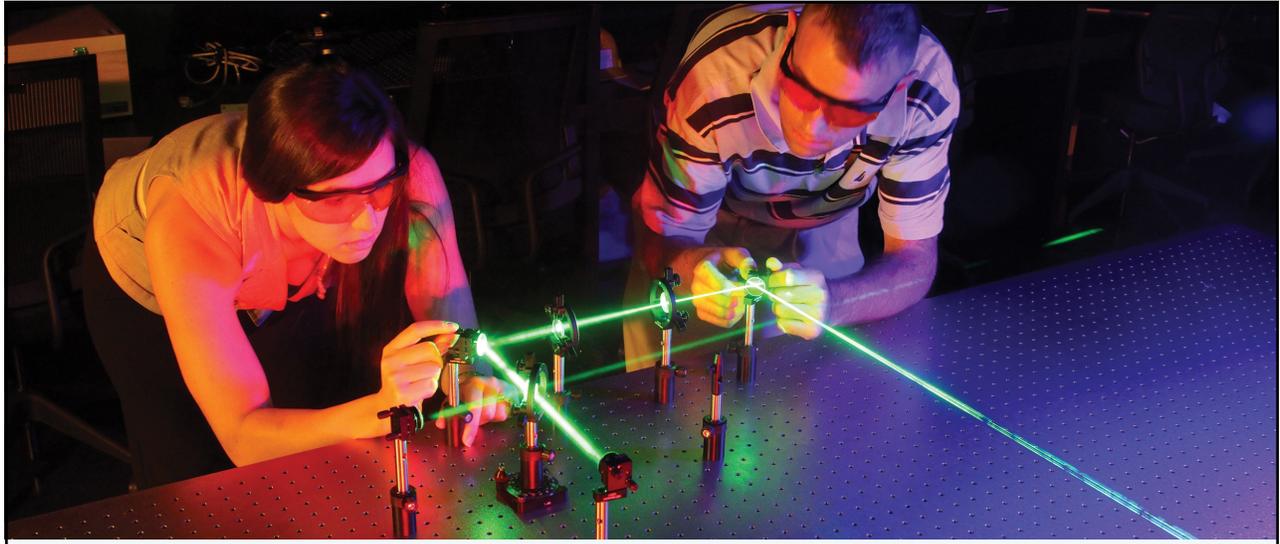


Image: <https://native-land.ca/>



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Advanced Technological Education Program

www.nsf.gov/ate



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This material is based upon work supported by the National Science Foundation under Grant No. 1841783. The content reflects the views of the authors and not necessarily those of NSF.

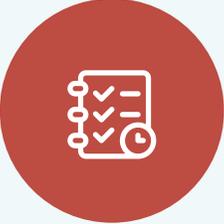


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Session Overview



**External Evaluation
Overview**



**Tips for Getting
Started with an
External Evaluator**



**Practice Meeting
with External
Evaluators**

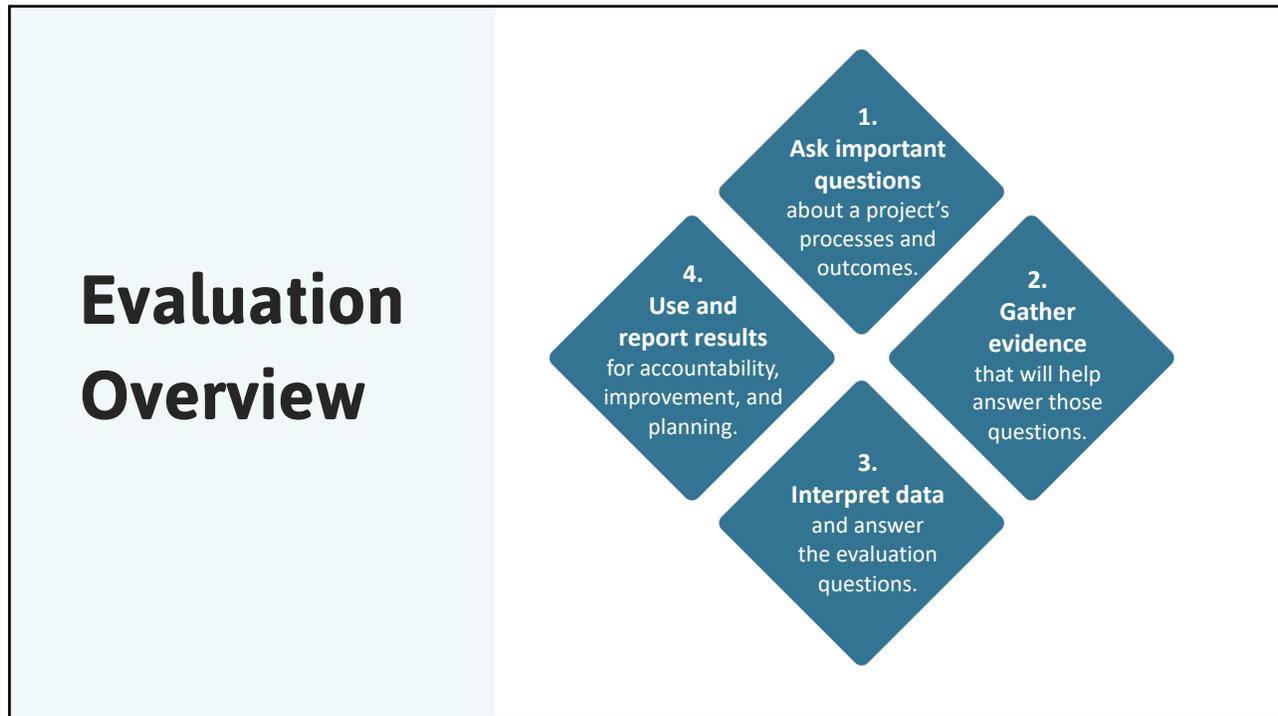
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What is evaluation?





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**Who can evaluate
an ATE project?**





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Who can evaluate an ATE project?

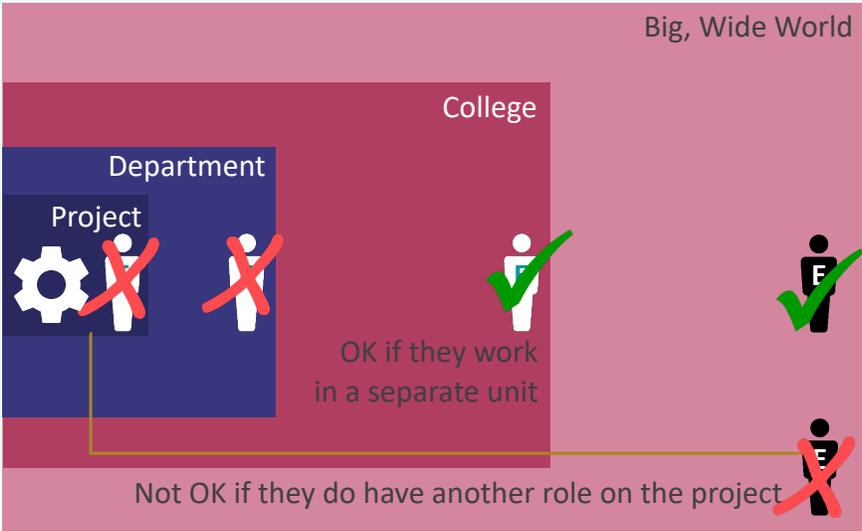
An Independent External Evaluator



A blue arrow points from the question to the icon of the external evaluator.

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What counts as independent?



The diagram illustrates the concept of independence across different organizational levels:

- Project:** Two icons of people with red X's over them, indicating they are not independent.
- Department:** Two icons of people with red X's over them, indicating they are not independent.
- College:** One icon of a person with a green checkmark, indicating they are independent. Text below says "OK if they work in a separate unit".
- Big, Wide World:** Two icons of people with green checkmarks, indicating they are independent. One icon has the letter 'E' on its chest.

A yellow line connects the bottom of the Department level to the bottom of the Big, Wide World level, with text below it: "Not OK if they do have another role on the project".

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Where can I find an external evaluator?



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Where to find an external evaluator



Ask colleagues



AEA Evaluator Database
my.eval.org/find-an-evaluator



AEA Local Affiliates
eval.org/community/local-affiliates

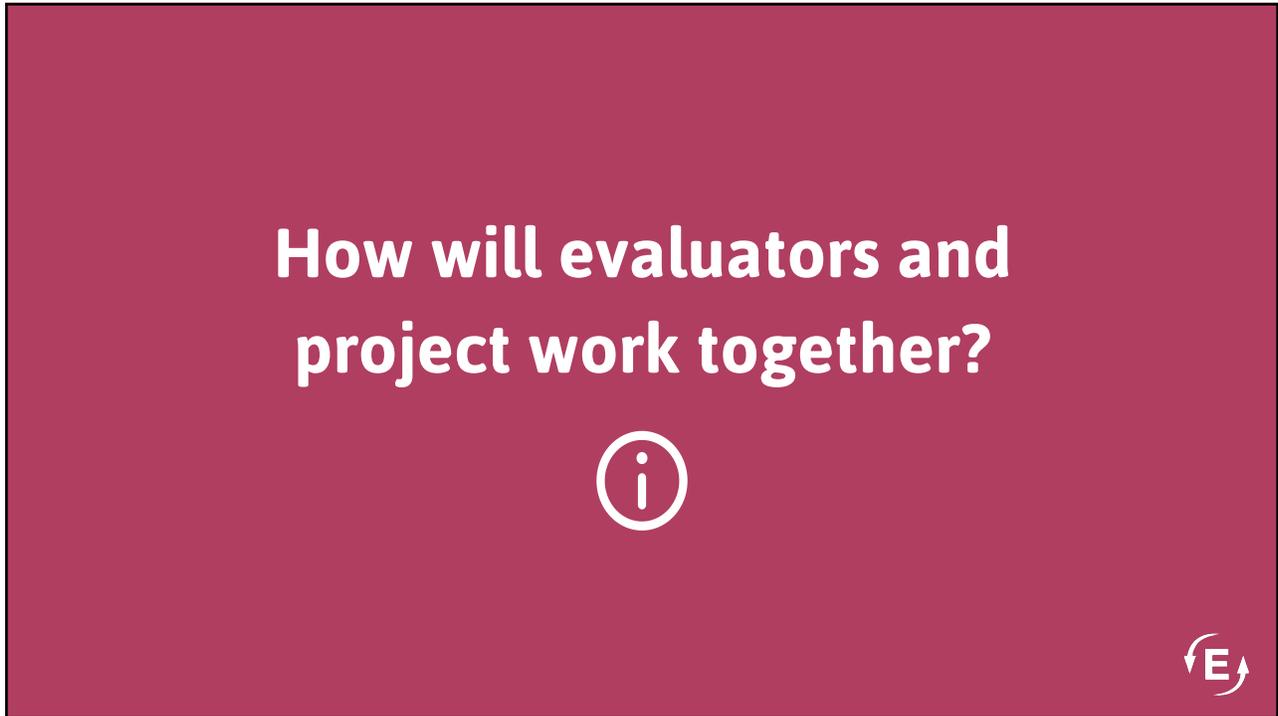


ATE Evaluator Map
atecentral.net/evaluators

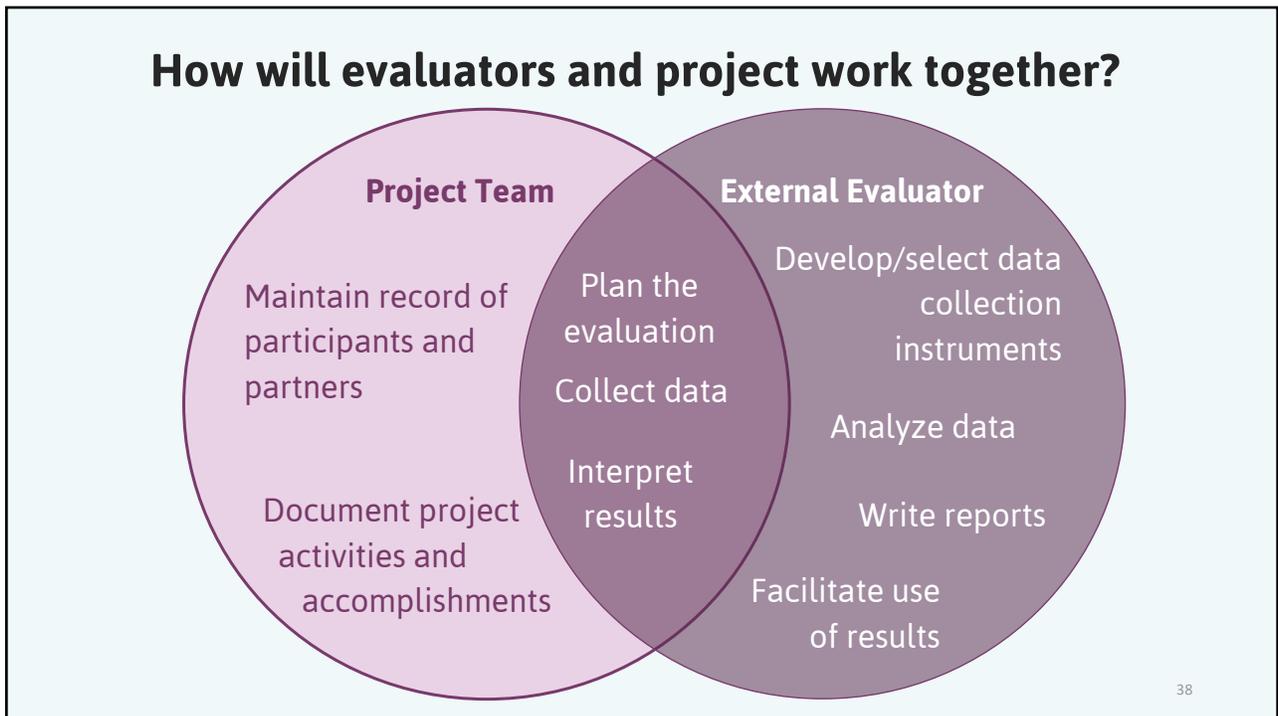


Expanding the Bench Database
expandingthebench.org

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Tips for Getting Started with an Evaluator



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Tips for Getting Started



Start Early

We recommend you start as early as possible to set your project proposal up for success



Involve your Institution

Your institution's Procurement Officer or Grants Management Officer can help you through this process



Prepare a List of Questions

Knowing what you want to ask a prospective evaluator can help you get the most out of initial conversations

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What questions should I ask an evaluator?



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What questions should I ask?

Evaluate Getting to Know an Evaluator: What Should I Ask?
Megan Zelinsky & Lyssa Wilson Becho | July 2022

It can be difficult to determine whether an evaluator will be a good fit. Project staff need to ensure that an evaluator has the right qualifications and skills, and that their personality and vision for evaluation mesh well with the project. Ask these questions to get to know an evaluator and figure out whether they're right for your project.

Questions to Ask When Selecting an Evaluator

Background and Experience

- What are your qualifications and skills?
- What approach do you take to evaluation?
- Have you evaluated projects in a community college setting? What about STEM education?
- Have you been involved in an NSF-funded project?
- How many other evaluation projects do you currently have? What are your other clients like?
- In your view, what makes a successful evaluation?

Collaborating with Project Staff

- How do you typically get started with a new project?
- How do you determine key deliverables or outcomes of an evaluation?
- How often do you meet with project staff?
- Do you do site visits with projects?
- What is your role in interpreting data and encouraging the use of findings for project improvement?

Budgeting and Contracting

- [If at proposal development stage] Do you assist with evaluation plan development for grant proposals? If so, what arrangement do you prefer for this service?
- What might an evaluation budget look like for my project? (Probe for activities, deliverables, and cost.)
 - **Tip for Project Staff:** If comparing proposed evaluation budgets between prospective evaluators, be sure to look not only at the cost but also at the level of service and planned deliverables. A lower-cost evaluation might come at the expense of the overall evaluation quality, thoroughness, or usefulness.

Questions an Evaluator Might Ask You

- What are the goals of your project?
- What questions are you looking to answer with the evaluation?
- What would success look like for your project?
- What is your budget for evaluation?
- What are your institution's requirements around procurement? Will a request for proposals be required?
 - **Tip for Project Staff:** Meet with your institution's procurement officer or grants management office staff as early as possible to learn about the guidelines and policies your project must follow when contract with an evaluator. They are there to help! Building these relationships will help you find and contract with the right evaluator for your project.

This material is based on work supported by the National Science Foundation under Grant No. 18417183. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the National Science Foundation.



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What questions should I ask?



Experience

- What are your qualifications and skills in evaluation?
- Have you evaluated a project in a community college setting before?



Collaboration

- How do you get started with a new project?
- How often do you meet with project staff?



Budgets & Contracts

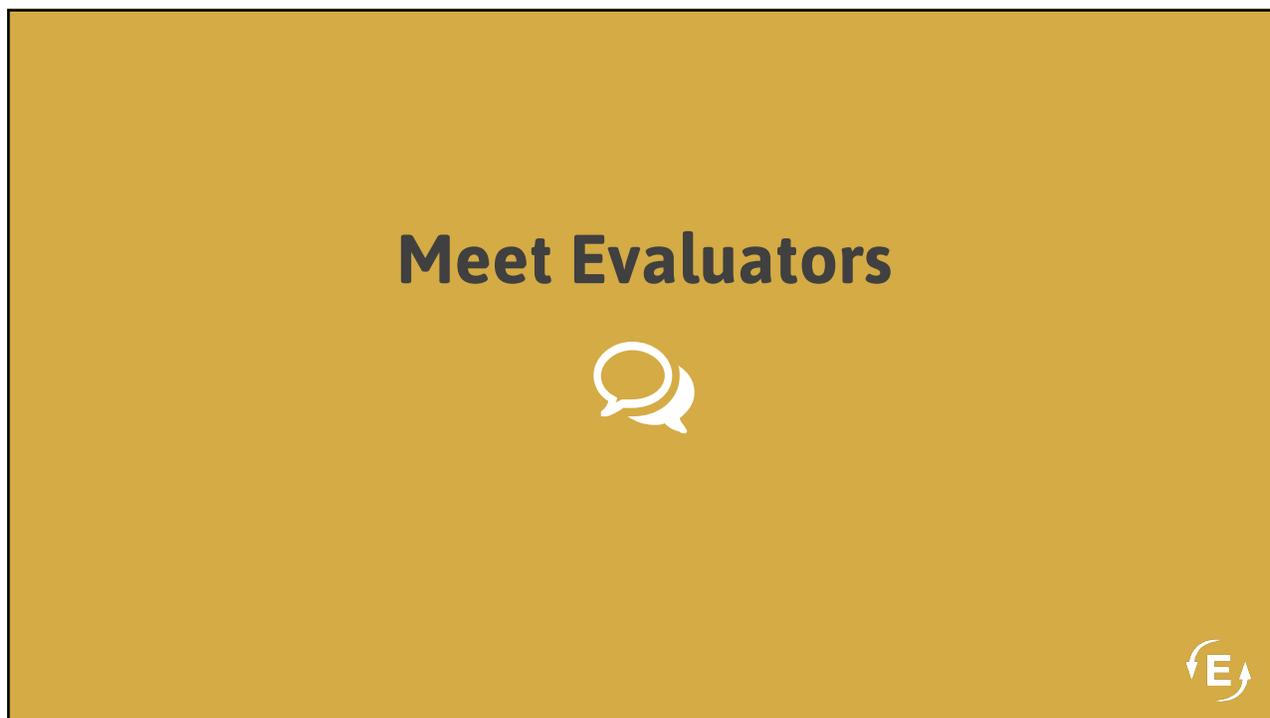
- What type of contract do you prefer when working on grant-funded projects?

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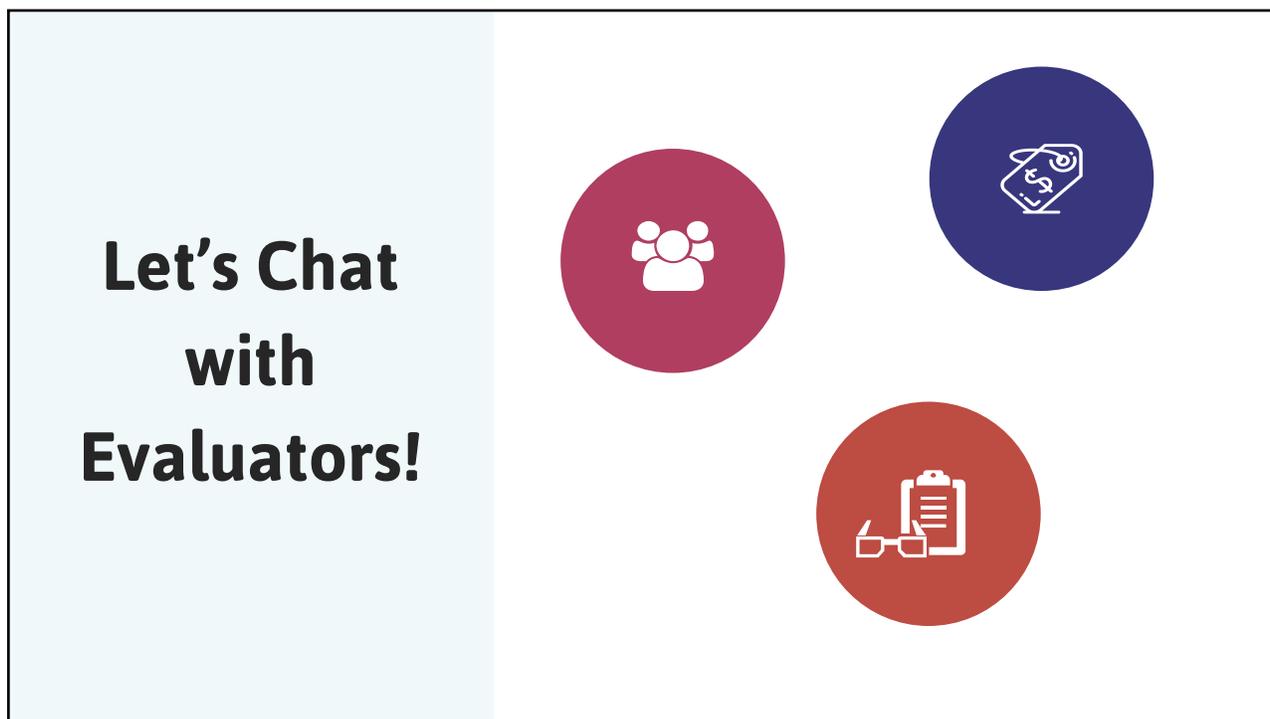
Questions?



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Thank you!



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Download Handout!
bit.ly/qs-for-evaluators

