Is your program running as intended?

Process Evaluation is an Evaluation to learn how a program is actually being implemented. Programs or aspects of a program may adapt from the original concept to fit the resources/culture/needs at a college.

A mentor program was running for 2 semesters and did not get the outcomes they were expecting. They had a small group of students participating and wanted to be able to show their funder how their program has improved from semester to semester even though the outcome measures came out flat.

You might want to do a process evaluation if you are interested in,

* Barriers that might be affecting your program
* Learning why a program is working Improve other programs
* Strengthen your program if outcomes were not the desired program results

Process Evaluation Plan Example

Name of program: Women Helping Women – Mentor Program

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| Objective | | |
| *What is the program?*  Peer mentoring program to increase retention and success in college | | |
| Aspects of the program | Data Collection | |
| Source | Methods |
| *List out what makes your program what it is? Activities, Personnel, Administration, Facilities, etc.* | *Who will have this information* | *How will this information be gathered?* |
| 15 min in class presentations inform students about program and students fill out applications to be a mentee | Program Coordinator / Mentor giving in class presentation | Applications collected after class |
| Mentees and mentors meet in person once a week for 50 min throughout the term | Mentor | Mentor will keep a spreadsheet of all interaction with their mentee |
| Mentees and mentors keep in touch during the week with phone calls and texts | Mentor | Mentor will keep a spreadsheet of all interaction with their mentee |
| Mentees attend at least one health workshop – 3 are offered per term | Health workshop coordinator | Sign in sheets at the workshops |
| Mentors have weekly trainings | Program Coordinator/Trainer | Sign in sheets at the trainings |
| Analysis | Communicate Findings | |
| *Who will do the analysis and how?*  Research office will work closely with Women helping Women to develop methods of gathering data. Research office will analyze. | *What will you do with this information and who will you share it with?*  Share with other program leads to inform about possible barriers to their programs and to learn how they mitigated barriers that affected their programs. Also will use to improve the program. | |

Process Evaluation Plan

Name of program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Objective | | |
| *What is the program?* | | |
| Aspects of the program | Data Collection | |
| Source | Methods |
| *List out what makes your program what it is? Activities, Personnel, Administration, Facilities, etc.* | *Who will have this information* | *How will this information be gathered?* |
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| Analysis | Communicate Findings | |
| *Who will do the analysis and how?* | *What will you do with this information and who will you share it with?* | |