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ABSTRACT

This evaluative instrument provides the prospective evaluator with a means for systematically viewing nine common elements of Adult and Continuing Education Centers. These elements are: (1) setting and students; (2) philosophy and objectives; (3) facilities and equipment; (4) instructional programs; (5) administrative organization; (6) personnel; (7) services; (8) community relations; and (9) student achievements. The instrument is designed to be used as either a self-evaluation tool or as a common means whereby outside evaluators may systematically observe a center's program over a period of one or two days. The major portion of the document is comprised of the actual evaluation instrument.

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ED 064591

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**AN EVALUATION INSTRUMENT
FOR ADULT AND CONTINUING EDUCATION
CENTERS AND PROGRAMS**

AC 012 680

**AN EVALUATION INSTRUMENT FOR ADULT AND
CONTINUING EDUCATION CENTERS AND PROGRAMS**

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**1st Revision - Winter, 1971
2nd Revision - Spring, 1972
3rd Revision - Summer, 1972**

INTRODUCTION

Overview

This evaluative instrument was prepared in the main by practitioners involved in adult and continuing education enrolled in a workshop in the College of Education, Southern Illinois University at Carbondale. It was tested on a pilot basis and modifications were solicited and made. It is readily recognized that the success of an evaluation instrument is determined by its utility to that which is being evaluated. Therefore, prospective evaluator(s) are encouraged to utilize those portions of this instrument relevant to their own needs and setting.

The assumptions upon which this instrument were premised are: (1) that evaluation is the systematic process of collecting and applying information (data) in decision making; (2) that evaluation, to be maximally useful, should incorporate the inputs of the several groups necessarily involved in the decision making processes; and (3) that a common instrument, which could be used by persons with different roles and positions (i.e., administrators, staff members, supervisors, and outside evaluators), was the most feasible means of achieving this involvement.

The Instrument

This instrument provides the prospective evaluator(s) with a means for systematically viewing nine common elements of Adult and Continuing Education Centers. These elements include:

- | | |
|--------------------------------|---------------------------|
| I. Setting and Students | VI. Personnel |
| II. Philosophy and Objectives | VII. Services |
| III. Facilities and Equipment | VIII. Community Relations |
| IV. Instructional Programs | IX. Student Achievements |
| V. Administrative Organization | |

In each section of the instrument except the INTRODUCTION and SUMMARY OF RECOMMENDATIONS, the evaluator is asked to respond in one of three ways: "yes," "no," or "not observed." Spaces are provided for the evaluator to add and rate additional items in each section. Also, he is asked to identify strengths (COMMENDATIONS), weaknesses (CONCERNS) and to suggest specific means (RECOMMENDATIONS) by which such weaknesses might be alleviated. Finally, the evaluator(s) is requested to list in order of priority specific recommendations by which to improve the Center, given its setting, resources, and objectives.

Application

The instrument is designed to be used as follows: (1) as a self-evaluation process through which center personnel, including administrators, teachers, and students, complete selected portions of the instrument; (2) as the common means by which outside evaluators, typically in the form of an evaluation team comprised of personnel from other centers, regional supervisors, state office personnel, university consultants, and others, functioning as a unit, to systematically observe the center's program over a period of one or two days; or (3) some combination of (1) and (2) above.

AN EVALUATION INSTRUMENT FOR ADULT AND CONTINUING EDUCATION

CENTERS AND PROGRAMS

IDENTIFICATION

Center _____ Location _____

Evaluator _____
 (Name) (Position or Title) (Date(s))

Purpose of the Evaluation: _____

PART I: SETTING AND STUDENTS (to be completed by local center personnel)

1. Area Served:

<u>County</u>	<u>Population</u>	<u>Percent High School Dropouts</u>	<u>Percent Unemployed</u>	<u>Percent AID Recipients</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
TOTAL	=====	_____	_____	_____

2. Center Enrollment:

<u>County</u>	<u>Number</u>	<u>Percent of Total Enrollment</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL	=====	_____

3. Enrollment and Attendance by Referral Agency for Previous Month:

<u>Agency</u>	<u>Enrollment</u>	<u>Attendance</u>	<u>Percent in Attendance</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. Program/Course Enrollment for Previous Month:

<u>Program/Course</u>	<u>Number</u>	<u>Percent of Total</u>
(1) Intermediate and general by level:		
_____	_____	_____
_____	_____	_____
(2) Vocational:		
_____	_____	_____
_____	_____	_____
(3) Pre-Vocational:		
_____	_____	_____
_____	_____	_____
(4) Other:		
_____	_____	_____
_____	_____	_____

5. Student Characteristics:

Age Distribution

<u>Age</u>	<u>No.</u>	<u>Percent</u>
16-24	_____	_____
25-34	_____	_____
35-44	_____	_____
44-54	_____	_____
55-64	_____	_____
65+	_____	_____
Total	_____	_____

Highest School Grade Attended

<u>Level</u>	<u>No.</u>	<u>Percent</u>
Above 12	_____	_____
11 or 12	_____	_____
9 or 10	_____	_____
7 or 8	_____	_____
5 or 6	_____	_____
Below 5	_____	_____

Ability Level

<u>Level</u>	<u>No.</u>	<u>Percent</u>
Above 115	_____	_____
100-115	_____	_____
85-99	_____	_____
70-84	_____	_____
55-69	_____	_____
Under 55	_____	_____
Unknown	_____	_____

Marital Status

	<u>No.</u>	<u>Percent</u>
Single	_____	_____
Married	_____	_____
Separated	_____	_____
Divorced	_____	_____
Widowed	_____	_____
Unknown	_____	_____

Ethnic Background

	<u>No.</u>	<u>Percent</u>
White	_____	_____
Black	_____	_____
Oriental	_____	_____
Other	_____	_____
	_____	_____
	_____	_____

Sex

	<u>No.</u>	<u>Percent</u>
Female	_____	_____
Male	_____	_____

6. Financial Resources:

Type of Income By Source

	<u>Amount</u>	<u>Percent</u>	<u>No. of Students</u>	<u>Part Time</u>	<u>Full Time</u>
10:22-20	_____	_____	_____	_____	_____
Title III	_____	_____	_____	_____	_____
General Assistance	_____	_____	_____	_____	_____
W.I.N.	_____	_____	_____	_____	_____
Manpower	_____	_____	_____	_____	_____
O.E.O.	_____	_____	_____	_____	_____
Model Cities	_____	_____	_____	_____	_____
Tuition and Fees	_____	_____	_____	_____	_____
Local School District	_____	_____	_____	_____	_____
(Other) _____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Total	_____	_____	_____	_____	_____

Total Center Budget

No. Fulltime Equivalent Students

Av. Expenditure Per Full-time Student

+

=

7. Participant Progress and Separation:

NUMBER OF PARTICIPANTS:

<u>Instructional Level</u>	<u>No. Started Each Level</u>	<u>No. Starting Each Level and Completing That Level</u>	<u>No. Started at Lower Level and Completed A Higher Level</u>	<u>No. Separated From each Level</u>
1. Beginning	_____	_____	_____	_____
2. Intermediate	_____	_____	_____	_____
3. Advanced	_____	_____	_____	_____
Total	_____	_____	_____	_____

REASONS FOR SEPARATION:

Number:

- | | |
|---|-------|
| 1. To take a job (Unemployed when entered Program) | _____ |
| 2. To take a better job (Employed when entered program) | _____ |
| 3. To enter another training program | _____ |
| 4. Met personal objective | _____ |
| 5. For lack of interest | _____ |
| 6. Because of health problems | _____ |
| 7. Because of transportation problems | _____ |
| 8. Because of child care problems | _____ |
| 9. Because of family problems | _____ |
| 10. Because of time class/program is scheduled | _____ |
| 11. Because of class/program termination | _____ |
| 12. For other known reasons | _____ |
| 13. For unknown reasons | _____ |
| Total | _____ |

Disabilities

<u>Type of Disability</u>	<u>No.</u>	<u>Percent</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Employment

Those gainfully employed during:	<u>No.</u>	<u>Percent</u>
previous 30 days	_____	_____
previous 3 months	_____	_____
previous 6 months	_____	_____
previous 9 months	_____	_____

Briefly describe additional characteristics of students unique to this Center:

PART II: PHILOSOPHY AND OBJECTIVES

	<u>Yes</u>	<u>No</u>	<u>Not Observed</u>
A. The Center's Philosophy :			
--prepared in written form	_____	_____	_____
--reviewed annually	_____	_____	_____
--cooperatively derived by the staff, administration and board	_____	_____	_____
--based upon the needs of the clients and community	_____	_____	_____
--communicated effectively to all concerned	_____	_____	_____
--consistent with the guidelines of the state and federal agencies	_____	_____	_____
--(other) _____	_____	_____	_____
_____	_____	_____	_____
B. The Center's Objectives Are:			
--congruent with its philosophy	_____	_____	_____
--consistent with the resources available to the Center	_____	_____	_____
--consistent with community needs	_____	_____	_____
--consistent with societal demands	_____	_____	_____
--consistent with student needs-interests	_____	_____	_____
--stated in a form to provide directions to Center personnel	_____	_____	_____
--stated in a form that lends itself to measurement	_____	_____	_____
--likely to be achieved	_____	_____	_____
--cooperatively derived by the personnel of the Center	_____	_____	_____
--revised continuously	_____	_____	_____
--communicated to all concerned	_____	_____	_____
--(other) _____	_____	_____	_____
_____	_____	_____	_____

COMMENDATIONS: Briefly describe the most commendable features observed.

CONCERNS: Identify in order of priority observed weaknesses.

RECOMMENDATIONS: Suggest specific means by which the concerns listed above.

PART III: FACILITIES AND EQUIPMENT

A. The Site Is:	<u>Yes</u>	<u>No</u>	<u>Not Observed</u>
--accessible to students	_____	_____	_____
--well maintained	_____	_____	_____
--conducive to health and safety	_____	_____	_____
--attractive	_____	_____	_____
--(other) _____	_____	_____	_____
-- _____	_____	_____	_____
-- _____	_____	_____	_____
Buildings and Building Services: there is/are adequate:			
--emergency exits	_____	_____	_____
--lighting	_____	_____	_____
--climate control	_____	_____	_____
--bathroom facilities	_____	_____	_____
--drinking fountains	_____	_____	_____
--maintenance services	_____	_____	_____
--space and facilities	_____	_____	_____
--(other) _____	_____	_____	_____
-- _____	_____	_____	_____
-- _____	_____	_____	_____
Classrooms and Teaching Stations Are:			
--adequate in number	_____	_____	_____
--adequate in site	_____	_____	_____
--adequately maintained	_____	_____	_____
--adequately ventilated	_____	_____	_____
--adequately lighted	_____	_____	_____
--adequately heated/cooled	_____	_____	_____
--(other) _____	_____	_____	_____
-- _____	_____	_____	_____
-- _____	_____	_____	_____



D. Instructional-Teaching Equipment	<u>Yes</u>	<u>No</u>	<u>Not Observed</u>
--the audio-visual equipment is adequate	_____	_____	_____
--the laboratory equipment is adequate	_____	_____	_____
--the chalkboards are adequate	_____	_____	_____
--audio-visual equipment is effectively maintained	_____	_____	_____
--audio-visual equipment is accessible	_____	_____	_____
--(other) _____	_____	_____	_____
-- _____	_____	_____	_____
-- _____	_____	_____	_____

COMMENDATIONS: Briefly describe the most commendable features observed.

CONCERNS: Identify in order of priority observed weaknesses.

RECOMMENDATIONS: Suggest specific means by which the concerns listed above might be alleviated.

PART IV: INSTRUCTIONAL PROGRAM

INSTRUCTIONS: Complete a separate Part IV for each program or course evaluated.

Program or Course(s) _____
 Academic _____
 Vocational _____
 Other _____

A. Objectives	Yes	No	Not Observed
--the objectives are written	_____	_____	_____
--the objectives are consistent with the philosophy of the Center	_____	_____	_____
--the objectives are consistent with the guidelines of the state and federal agencies	_____	_____	_____
--the objectives are specific	_____	_____	_____
--the objectives are stated in a measurable form	_____	_____	_____
--the objectives are likely to be achieved	_____	_____	_____
--the students are aware of the objectives	_____	_____	_____
--(other) _____	_____	_____	_____
_____ _____ _____	_____	_____	_____

Relevance:

The program is demonstrably relevant to:

--the mission of the Center	_____	_____	_____
--the state and federal guidelines	_____	_____	_____
--community needs	_____	_____	_____
--student needs	_____	_____	_____
--manpower needs of the region	_____	_____	_____
--(other) _____	_____	_____	_____
_____ _____ _____	_____	_____	_____

C. Instruction: There is/are:	<u>Yes</u>	<u>No</u>	<u>Not Observed</u>
--congruence between instructional activity and program (course) objectives	_____	_____	_____
--evidence that instructors are prepared	_____	_____	_____
--a variety of instructional methods used	_____	_____	_____
--quality instruction	_____	_____	_____
--real interest and participation by students	_____	_____	_____
--evidence that instructional materials are effectively used	_____	_____	_____
--an accommodation of student needs-interests	_____	_____	_____
--(other) _____	_____	_____	_____
_____ _____	_____	_____	_____
_____	_____	_____	_____

COMMENDATIONS: Briefly describe the commendable features observed.

CONCERNS: Identify in order of priority observed weaknesses.

RECOMMENDATIONS: Suggest specific means by which the concerns listed above might be alleviated.

PART V: ADMINISTRATIVE ORGANIZATION

A. Briefly Describe or Diagram the Administrative Structure of the Center by Position, Title, and Function:

B. Questions:

Yes No

--are all administrative personnel qualified for their present positions? _____

--are all administrative personnel certified for their present positions? _____

--are job descriptions for all administrative positions current and readily available? _____

--is there a Center Council or Advisory Group? _____

--is the Center's chief administrator responsible to more than one body? If yes, explain: _____

--does the Center staff participate effectively in policy and program decision making? _____

--(other) _____

C. Evaluations: Is/are:

Yes No Not Observed

--the administrative records adequate? _____

--the administrator's clerical staff adequate? _____

--the administrative structure adequate? _____

	<u>Yes</u>	<u>No</u>	<u>Not Observed</u>
--there a willingness by administrators to accommodate the concerns of both staff and students?	_____	_____	_____
--there an adequate understanding of Center policy and procedures by students and staff?	_____	_____	_____
--there effective financial management?	_____	_____	_____
--there effective working relationships between the administration and:			
--the local board?	_____	_____	_____
--the community?	_____	_____	_____
--the staff?	_____	_____	_____
--the students?	_____	_____	_____
--state-federal agencies?	_____	_____	_____
-- _____	_____	_____	_____
-- _____	_____	_____	_____

COMMENDATIONS: Briefly describe the commendable features observed.

CONCERNS: Identify in order of priority observed weaknesses.

RECOMMENDATIONS: Suggest specific means by which the concerns listed above might be alleviated.

PART VI: PERSONNEL

	<u>Yes</u>	<u>No</u>	<u>Not Observed</u>
A. The Center's Personnel Are:			
--knowledgable about the mission of the Center	_____	_____	_____
--qualified for present positions	_____	_____	_____
--certified for present positions	_____	_____	_____
--knowledgable about the administrative organization and practices	_____	_____	_____
--involved through in-service self-improvement activity	_____	_____	_____
--dedicated to careers in adult education	_____	_____	_____
--familiar with the needs, interests, and aspirations of the students	_____	_____	_____
--familiar with the needs of the community served	_____	_____	_____
--familiar with the programs and guidelines of the state and federal agencies	_____	_____	_____
--adequately supported by secretarial and office help	_____	_____	_____
--adequately supervised	_____	_____	_____
--knowledgable about job markets at the local, regional, state, and national levels	_____	_____	_____
--(other) _____	_____	_____	_____
-- _____	_____	_____	_____
-- _____	_____	_____	_____

COMMENDATIONS: Briefly describe the commendable features observed.

CONCERNS: Identify in order of priority observed weaknesses.

RECOMMENDATIONS: Suggest specific means by which the concerns listed above might be alleviated.

PART VII: SERVICES

A. Which of the Following Services Are Available in this Center?

_____ Placement	_____	_____	_____
_____ Guidance	_____	_____	_____
_____ Health	_____	_____	_____
_____ Child Care	_____	_____	_____

Other

B. Placement Services: Are placement services:

	<u>Yes</u>	<u>No</u>	<u>Not Observed</u>
--made available to all students?	_____	_____	_____
--effectively identifying and communicating employment opportunities in the region served?	_____	_____	_____
--effective in placing Center students?	_____	_____	_____
--maintaining adequate follow-up studies of former students?	_____	_____	_____
--adequately staffed?	_____	_____	_____
--adequately housed and equipped?	_____	_____	_____
--(other) _____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

C. Guidance Services: Are guidance services:

--available to all students?	_____	_____	_____
--utilized by all students?	_____	_____	_____
--understood and appreciated by both students and staff?	_____	_____	_____
--maintain adequate student records?	_____	_____	_____
--adequately staffed?	_____	_____	_____
--adequately housed and equipped?	_____	_____	_____
--(other) _____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

D. Health Services: Are health services:	<u>Yes</u>	<u>No</u>	<u>Not Observed</u>
--available?	_____	_____	_____
--effectively utilized?	_____	_____	_____
--maintaining adequate health records?	_____	_____	_____
--utilizing the resources of community health agencies effectively	_____	_____	_____
--adequately staffed?	_____	_____	_____
--adequately housed and equipped?	_____	_____	_____
--(other) _____	_____	_____	_____
-- _____	_____	_____	_____
-- _____	_____	_____	_____
E. Child Care Services: Are child care services:			
--available?	_____	_____	_____
--adequate?	_____	_____	_____
--properly housed and equipped?	_____	_____	_____
--adequately staffed?	_____	_____	_____
--(other) _____	_____	_____	_____
-- _____	_____	_____	_____
-- _____	_____	_____	_____

F. Additional Services of the Center:

Describe:



COMMENDATIONS: Briefly describe the commendable features observed.

CONCERNS: Identify in priority order observed weaknesses.

RECOMMENDATIONS: Suggest specific means by which the concerns listed above might be alleviated.

PART VIII: CENTER - COMMUNITY - CLIENT - STATE RELATIONS

A. Are the Relations Between the Center and the Community Effective as Evidenced by:	<u>Yes</u>	<u>No</u>	<u>Not Observed</u>
--the number of community visitors to the Center	_____	_____	_____
--press and radio publicity	_____	_____	_____
--funding increases	_____	_____	_____
--employer initiated contracts	_____	_____	_____
--cooperation of employers in:			
--providing on-the-job training	_____	_____	_____
--employing students	_____	_____	_____
--utilizing Center's placement services	_____	_____	_____
--participation by lay citizens in Center activities	_____	_____	_____
--cooperation with referral agencies	_____	_____	_____
--(other) _____	_____	_____	_____
-- _____	_____	_____	_____
-- _____	_____	_____	_____
 B. Are the Relations Between the Center and the State and Federal Agencies Effective as Evidenced by:			
--funding increases?	_____	_____	_____
--favorable evaluation reports?	_____	_____	_____
--support for program expansion?	_____	_____	_____
--(other) _____	_____	_____	_____
-- _____	_____	_____	_____
-- _____	_____	_____	_____

C. Are the Relationships Between the Local Center and its Students Effective as Evidenced by:

<u>Yes</u>	<u>No</u>	<u>Not Observed</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- student self-referrals?
- referrals recommended by students or former students?
- student interviews and comments?
- studies of student attitudes?
- morale of students?
- (other) _____
- _____
- _____

COMMENDATIONS: Briefly describe the commendable features observed.

CONCERNS: Identify in priority order observed weaknesses.

RECOMMENDATIONS: Suggest specific means by which the concerns listed above might be alleviated.

PART IX: STUDENT ACHIEVEMENTS

- A. Compare the Number and Percent of Students Who Have Enrolled in Post-Center Training for the Past Three Years:

	<u>Number</u>	<u>Percent of Enrollees</u>
19__-19__	_____	_____
19__-19__	_____	_____
19__-19__	_____	_____

- B. Compare the Number and Percent of Students Who Have Completed GED Equivalencies Over the Past Three Years:

	<u>Number</u>	<u>Percent of Enrollees</u>
19__-19__	_____	_____
19__-19__	_____	_____
19__-19__	_____	_____

- C. Describe Any Achievement or Skill Measures Through Which Entry and Terminal Behaviors Have Been Compared:

- D. Describe Any Other Means by Which the Students Attending the Center Might be Compared or Contrasted:

- E. Describe Ways in Which Evaluative Information Has Been Used to Modify Program or Plan or the Future. (Use the back of sheet, if necessary.)

SUMMARY OF RECOMMENDATIONS

Instructions. List in order of priority the specific recommendations that you suggest to improve this Center given its setting, resources, and objectives.

