



AGRICULTURE, FOOD, AND NATURAL RESOURCES  
**GROWING AGRICULTURAL SCIENCE TEACHERS**  
**Evaluation Guide**

**Overview of Evaluation Process**

Evaluations are an opportunity to gain outside input on the effectiveness of each grantee’s GAST-related goals and activities. It will also be an opportunity to further coordinate Illinois’ efforts in recruitment and retention of agricultural education teachers from preservice through early career. The information program advisors will need at a minimum from each grantee will be the budget, plans, and performance measure data. Any additional information the grantee can provide (teacher surveys, student feedback, etc.) would be welcomed. The intended outcome of this would be an annual, written conclusion and recommendation to be shared with each grantee and ISBE. These are intended to be compiled into one document with an additional summary to highlight common themes and best practices that emerge. This collective evaluation report would be shared with all GAST grantees and relevant stakeholders to promote best practices and prompt collaboration across our grantees.

**Timeline of Evaluation Process**

February 1 <sup>st</sup>	<p><b>Establish initial expectations and communication windows</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Set dates and times for meetings from February through September</li> <li><input type="checkbox"/> Describe the information needed to complete each step</li> <li><input type="checkbox"/> Establish primary and alternative contacts for each institution regarding GAST</li> </ul>
April 1 <sup>st</sup>	<p><b>Gather non-performance information</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Include budget(s), activity plans, and historical performance data (if available)</li> <li><input type="checkbox"/> Make note of any changes to the above items from the initial application</li> </ul>
May 31 <sup>st</sup>	<p><b>Gather preliminary performance information</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Include all performance measures relevant to that institution</li> <li><input type="checkbox"/> Identify and communicate what has been or still needs collected</li> <li><input type="checkbox"/> Conduct a preliminary interview with grantee on program activities and performance               <ul style="list-style-type: none"> <li><input type="checkbox"/> Identify strengths and weaknesses</li> <li><input type="checkbox"/> Note challenges grantee faces</li> <li><input type="checkbox"/> Record best practices or effective strategies</li> </ul> </li> </ul>
July 30 <sup>th</sup>	<p><b>Gather final performance information</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Collect final information not previously collected</li> <li><input type="checkbox"/> Conduct a final interview with grantee on program activities and performance</li> </ul>
August 10 <sup>th</sup>	<p><b>Draft evaluation report</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Report to follow a standard template developed by Program Advisors including:               <ul style="list-style-type: none"> <li><input type="checkbox"/> summarized expenditures</li> <li><input type="checkbox"/> planned activities,</li> <li><input type="checkbox"/> performance measure and other data</li> <li><input type="checkbox"/> conclusions and recommendations</li> </ul> </li> </ul>

Finally, as a reminder the GAST performance measures and standards are on pages 4 and 5 of the attached NOFO/RFP. Remember that not all performance measures are applicable to all grantees. For example, some are specific to the type of institution (i.e., community colleges will use Performance Measure 7 and PM9 while universities will use PM6 and PM8) and others are only applicable if they include the type of activities being referenced (i.e., PM1-4 address recruitment activities and PM5 addresses early career retention initiatives). Questions should be directed to each institution’s assigned program advisor.