

Institute Schedule

	Mon 5/28	Tues 5/29	Wed 5/30	Thurs 5/31	Fri 6/1	Sat 6/2	Mon 6/4	Tues 6/5	Wed 6/6	
	<i>theme:</i> Why evaluation?	<i>theme:</i> Program	<i>theme:</i> Learner	<i>theme:</i> Curriculum	<i>theme:</i> Instruction	<i>theme:</i> Student learning outcomes-1	<i>theme:</i> Student learning outcomes-2	<i>theme:</i> Evaluation culture	<i>theme:</i> Wrap-up	
8:30 – 9:00	<i>continental breakfast (hallway outside PC lab, Moore Hall 153A)</i>									
9:00 – 10:30 <i>topical discussion</i> →	Roles and responsibilities in program evaluation	Program elements and indicators <i>(guest facilitator: Ronald Mackay, Concordia University)</i>	Learner backgrounds, needs, attitudes, and dispositions	Mission, goals, objectives, scope & sequence	Materials, courses, teachers, GTAs	Internal (formative) assessment	External (summative, accreditation, accountability) assessment	Professional development, buy-in, planning, and strategizing <i>(guest facilitator: Mary Church, Pacific Resources for Education and Learning)</i>	Remaining issues and challenges	
10:45 – 12:00 <i>practical application</i> →	Intended uses for evaluation	Illuminating programs and problems; subprograms within programs	Understanding individual goals, needs, and challenges	Developing and improving curriculum	Feedback on instruction and learning	Informing curriculum and instruction via assessment	Demonstrating and judging effectiveness via assessment	Transforming professional culture in FL programs and disciplines	Planning ADFL breakout groups	
12:00 – 1:30	welcome reception	<i>lunch and email access</i>								
1:30 – 2:45 <i>methods discussion</i> →	Prioritizing intended uses and evaluation focus; internal and external evaluations	Using interviews	Using focus groups and meetings	Survey questionnaires <i>(guest facilitator: James Dean Brown, UH Mānoa)</i>	Observation, document analysis, data management, and tracking	Assessment instruments and procedures <i>(guest facilitator: Thom Hudson, UH Mānoa)</i>	Outcomes assessment frameworks and uses	Reporting and using evaluation findings	Preparing for ADFL presentations	
2:45 – 3:00	<i>afternoon snacks (hallway outside PC lab, Moore Hall 153A)</i>									
3:00 – 4:00 <i>individual project work</i> →	Specifying a goal for the project: Intended use and users, evaluation purpose, participation	Building an evaluation framework, mapping projects to programs and contexts	Project methods: Designing, piloting, and revising procedures and instruments. Planning for analysis and use. Ensuring data quality.						Next steps: Project time line and action plan	Project presentation; plans for dissemination
4:00 – 5:00	<i>optional work time, email access</i>									