

EVALUATION

Purpose: Evaluation is the collection and analysis of information to determine the success of an activity. At its best, evaluation information is useful for program management and revision, funding decisions and reports to interested groups. At its worst, evaluation is the encouragement of program staff and participants to ultimately provide useful information. The difference between a good and bad evaluation starts with a clear purpose for the study.

Authority: Achievement of annual goals and objectives will be monitored quarterly by the Title III Office. Quarterly monitoring forms are to be submitted as follows:

- January 15th
- April 15th
- July 15th
- October 15th

The quarterly reports should provide precise information about progress toward attainment of annual objectives and budget expenditures.

Scope of Evaluation: Program staff can use evaluation to:

1. Improve services.
2. Revise project components.
3. Identify weak and strong components.
4. Determine the strengths and weaknesses of those components.
5. Demonstrates the quality of the program to others.
6. Justify further program funding.

The University can use evaluations to:

1. Demonstrate the quality of funded projects.
2. Determine which projects to continue funding.
3. Plan future programs.

General Contents of Evaluation (Internal Reporting): An annual report will be the culmination of the quarterly monitoring reports. Revised monitoring forms are included in this manual. Each institution is required to set forth procedures for evaluation in its application. The program's Activity Coordinator is responsible for making periodic reports on program

progress to the Title III Office. Internal evaluation shall be on going and modification or other corrective measures taken as appropriate.

General Contents of Evaluation (External Reporting): The Department of Education uses evaluations, along with other relevant reports to provide project information to the Basic Institutional Development Branch. External evaluation reports should include the following sections:

1. Introduction
2. Needs Assessment
3. Scope of Project
4. Program Characteristics
5. Adequacy of Budget Categories
6. Recommendations and Conclusion

Texas Southern University will file reports as required Department of Education for the appropriate grant period. The External Evaluation Report with an abstract of not more than five pages should be sent to the Grants Officer. **All reports** must be reviewed and signed by the Title III Coordinator before submission.