

Reporting Evaluation Data

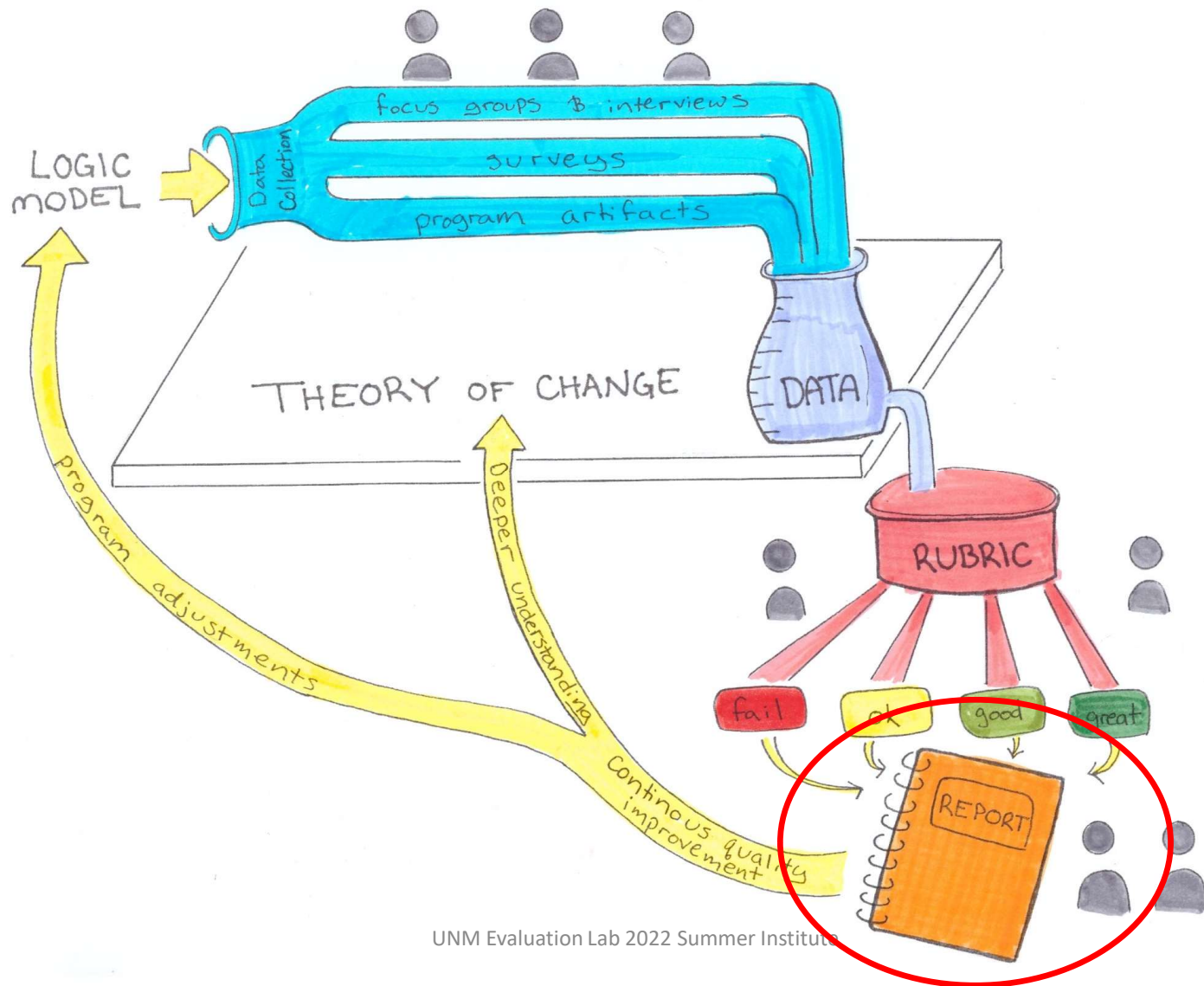
UNM Evaluation Team

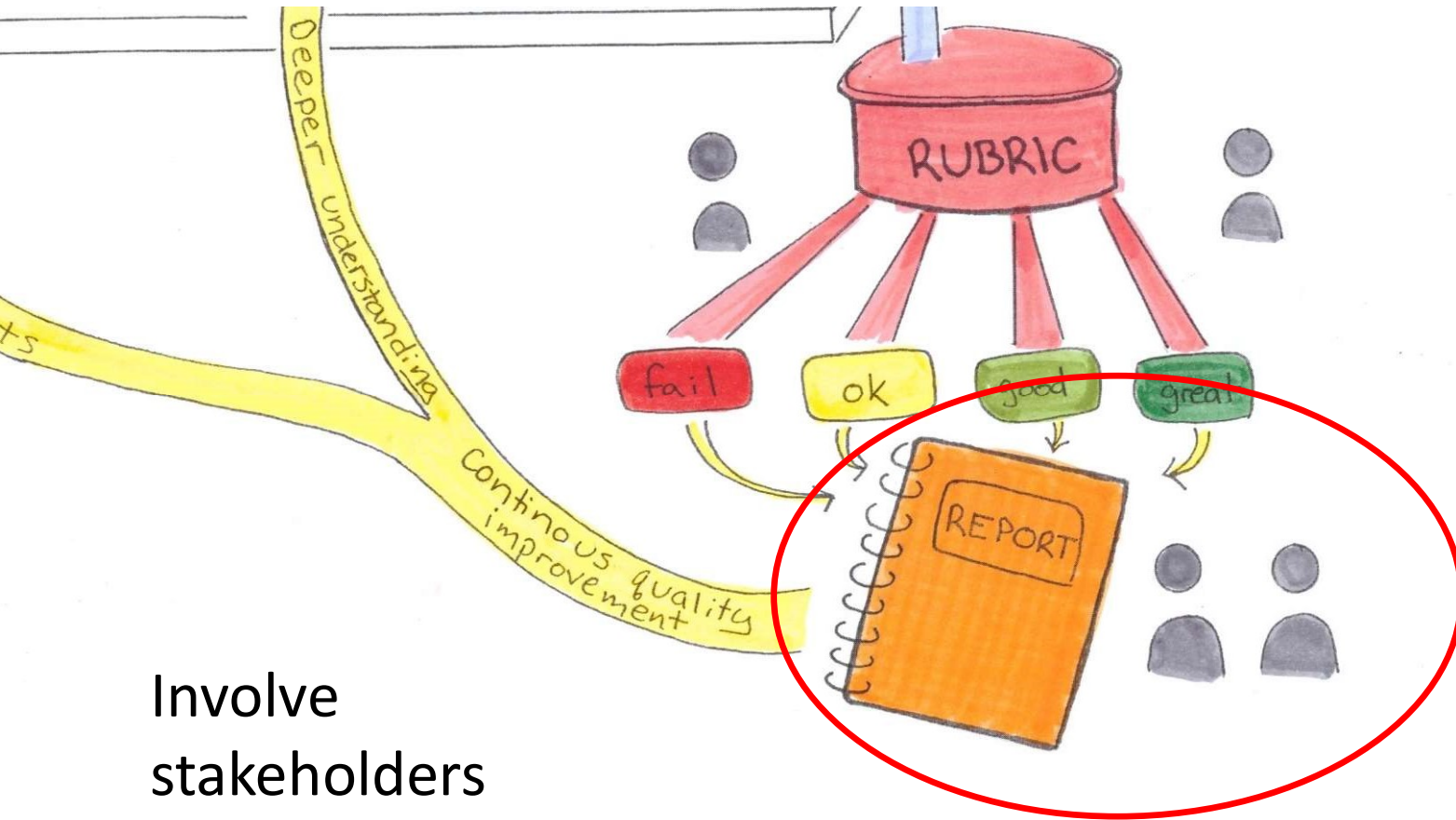
27 July 2022



Reporting evaluation data

- Reports in an evaluation system
- Basic data reports
- Comprehensive reports
- Dissemination

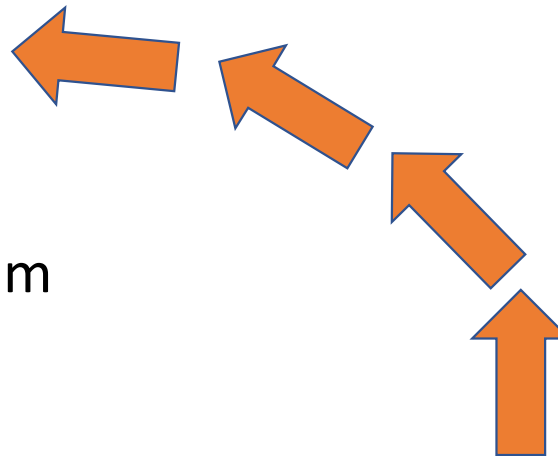




Involve
stakeholders

Data Reports

- Organize data into tables
 - Quantitative data: Numbers
 - Qualitative data: Themes
- Review data with evaluation team
 - 2+ heads are better than one
 - Involve decision makers
 - Others will have good questions that may lead to additional tables
- Develop narrative

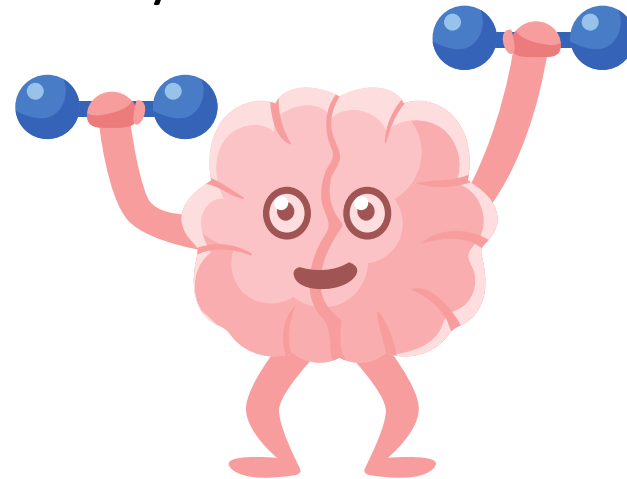


EVAL^2: Data Reports

- Evallab.unm.edu → Learning Center → [Evaluation of the Evaluation Lab](#)
 - ECHO Learning Community
 - Student focus group

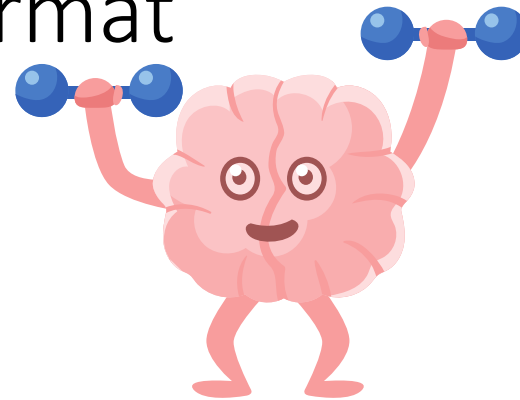
Comprehensive Evaluation Reports

- Compile data from multiple data reports
- Develop presentation to hone the story
- Summarize main take-aways
 - That's the hard part



Comprehensive reports: Format

- Tell the story in the Executive Summary
 - This is what most people will read
 - Just a few pages
 - Bold main ideas
- Body of report provides details
- Include data collection information in appendices
 - Focus Group protocol, including when and where
 - Survey instrument
- Include related evaluation and program materials
 - Recruitment flyers
 - Program curriculum outline



Treat the report as an archive of information

- Opportunity to collect relevant information in one place

Examples

- [CYFD / DVOTI Evaluation](#)
- [PB&J Eval Lab Report](#)
- Student Evaluation of the MPP

Dissemination

- Post online
- Incorporate into annual report
- Shared drive

Next up. . .