**Sun Associates -- Evaluators Training**

***Sample Agenda – Day 1***

**Day 1 – Developing An Evaluation Framework**

I. Introductions

* Sun Associates
* Team Introductions
* Overview of Program/Daily Agenda

II. Why Evaluate?

* Working backwards – An Example Evaluation Presentation
* Discussion
* The Process of Program Evaluation

III. What’s Your Vision for Instructional Technology’s Role in Teaching and Learning?

* The Role of District Vision in the Evaluation Process
* Team work
	+ Reviewing and Clarifying Your Vision for Instructional Technology
	+ Reviewing the Existing Technology Plan

IV. Developing Indicators

* Indicators are Derived from the District’s Vision and Goals
* Categories of Indicators and Examples
	+ Student Skills and Outcomes
	+ Teacher Skills and Pedagogy
	+ Infrastructure
	+ District Policies and Procedures
	+ Others?

(LUNCH)

* Team work
* Group discussion/presentation

V. Next Steps/Daily Wrap-Up

* Questions/Concerns?
* Preview of Day 2 Activities – Developing Questions and Instruments
* Preview of Day 3 – Learning How to Effectively Collect Data
* Data Collection Occurs between Day 3 and Day 4
* Preview of Day 4 – Creating and Reporting Findings and Recommendations