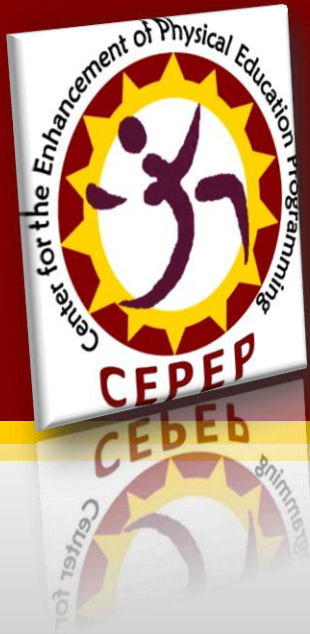# A Cookbook Approach to Comprehensive K-12 Physical Education Program Evaluation

American Alliance for Health, Physical Education, Recreation and Dance
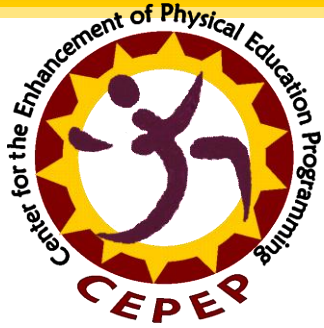**March 30, 2011**

Ray Allen
Central Michigan University

Ben Rollenhagen
Central Michigan University

Central Michigan University

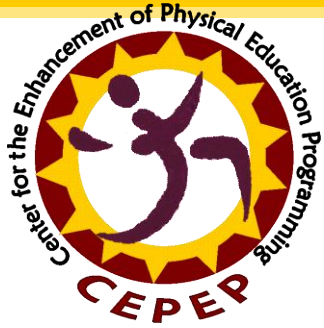Center for the Enhancement of Physical Education Programming
CEPEP

Department of
Physical Education and Sport
The Herbert H. and Grace A. Dow College of Health Professions

What/Who is **CEPEP**?

<u>C</u>enter for the <u>E</u>nhancement of <u>P</u>hysical <u>E</u>ducation <u>P</u>rogramming

- Assist schools in improving their Physical Education programs
- Partner with schools/communities
- Identify problems of practice and find practical solutions
- Document intervention's effectiveness
- Make solutions and strategies available to other districts

Program Evaluation Project
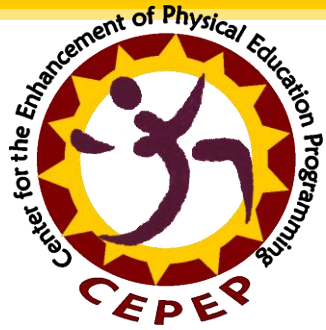
Values of Program Evaluations
- ▫ Affirmation/validation regarding program intent and intervention strategies
- ▫ Increased program effectiveness
- ▫ Economical use of all resources
- ▫ Education of faculty and stakeholders
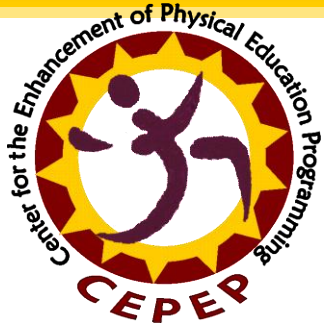- ▫ Fulfillment of professional responsibility
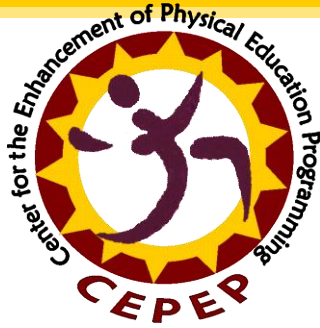
Program Evaluation Project

Advantages to constructing an on-line mechanism

▫ Standardized procedures across consultants
▫ Limited travel
▫ ***Major*** reduction in cost**!!!**
▫ Increased access to quality service
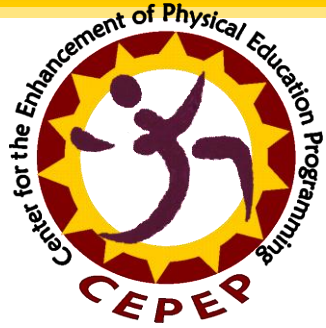▫ Quality control
▫ Research derivatives

PROGRAM EVALUATION: COMPONENTS

Characteristics of Effective Schools

- Quality of the School-Community Environment

- Quality of the Instructional Programs

- Quality of Instruction

- Quality of Personnel

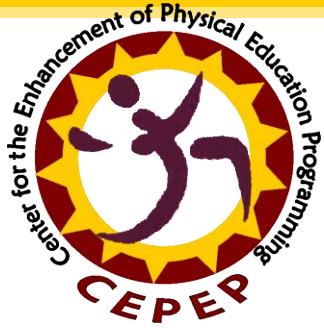- Quality of Facilities, Equipment and Safety Practices

Modes of Data Collection

- Upload existing Documents/instruments

- Complete questionnaires on program status

- Complete surveys addressing perspectives, opinions, experiences
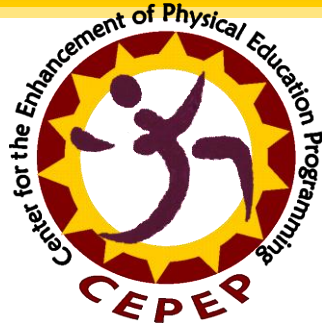
Examples of Document Uploads
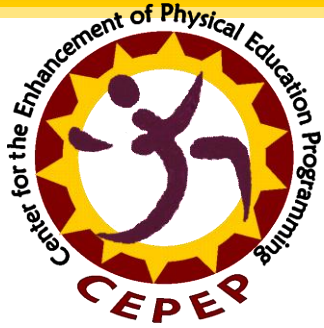
- Curriculum

- Sample unit plans/lesson plans

- Sample assessments from each domain

- Emergency action plan

- Classroom rules and routines

Examples of Program Status Questionnaires

- Experience/qualifications of teaching staff

- Practice of/access to/use of technologies and other program enhancements (better word or phrase?)

- Description of facility, equipment and material

Stakeholder Surveys

Objective:

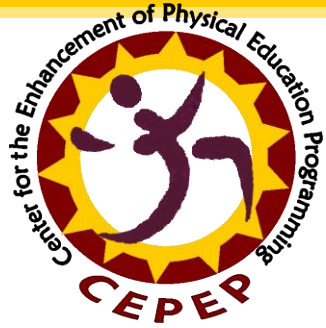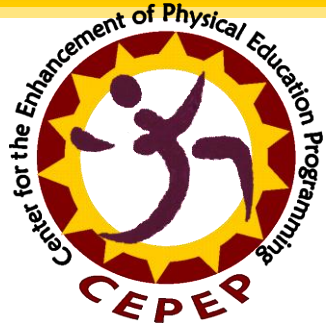- Obtain stakeholders' experiences and perceptions on specific aspects of the program

- Allow participants to make judgments based on information from others

Modified Delphi

PROGRAM EVALUATION: PROCESS

Keys to Maximizing Utility of Results

- Participation by Central Administration
- Financial investment
- Planned reporting
- Stakeholder involvement
- University affiliation
- Accountability
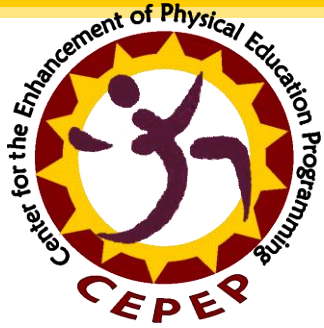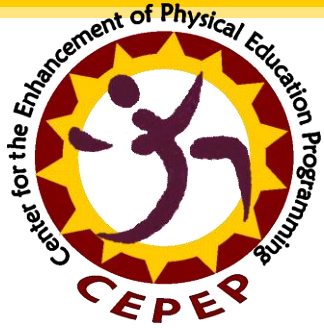
Keys to Facilitating Change

- Vision
- Investment (time and resources) of central administration
- Belief in potential for real change
- Early success
- Timeliness
- Feedback
- Accountability
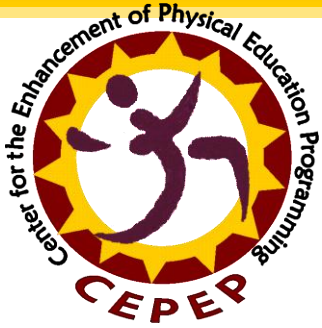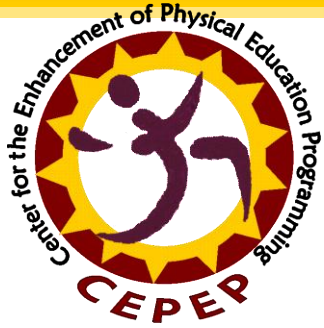
Participants

- Content Expert Consultant
- Central Administrator
- PETs
- CRTs
- Community Representatives
  - Parents (two per building)
  - Public sector
  - Private sector

Process

1. Introductory meeting with leadership
2. Opening meeting with Evaluation Team
3. Data collection
4. Evaluation draft review
5. Presentation of results

Introductory Meeting

Central Administration

Influential PET(s)

Supportive building administrator

CEPEP Consultant

- Communicate the process
- Discuss roles and responsibilities
- Agree on final products/outcomes
- Agree on report procedures
- Enter a contract

Between Introductory and Opening Meetings:
School District

School District

- Recruit members for evaluation team
- Public relations
- Supply CEPEP with names and emails
- Plan to host opening meeting
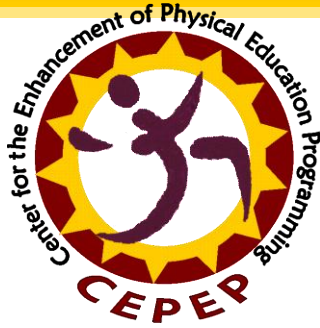
Between Introductory and Opening Meetings:
CEPEP

CEPEP

- Supply district with
  - ***Letters of invitation***
  - ***Fliers***
- Activate evaluation team accounts
- Create evaluation site shell
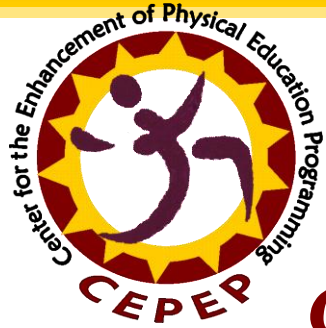
Introductory Meeting

Consultant:

- Creates vision and confidence
- Communicate benefits and potential use of the results
- Explain the process
  - Field questions and concerns
- Explain individual responsibilities
- Finalize timeline
- Complete first stakeholder survey
  - Sign-ins, passwords, site navigation
- Threaten them if they don't complete their tasks!!!!
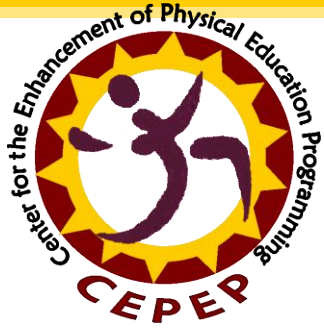
Keys to a Successful Introductory Meeting

- Consultant exudes confidence, competence, experience
- Evaluation team members assign value to their contribution
  - Important and not too difficult (cost/benefit)
- Evaluation's potential is effectively communicated
- Sense of "Team" is constructed
- Immediate feedback and accountability
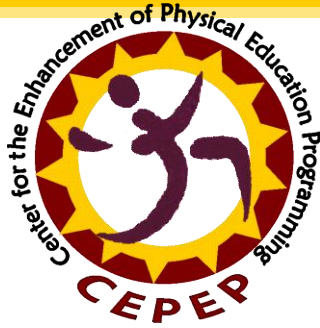
Data Collection Period

Community Representatives
- Complete second survey in timely fashion

Responsible Administrator
- Enter information regarding school and context

PET's
- Upload pertinent documents
- Complete questionnaires
  - facilities, equipment, professional development

Consultant
- Monitor completion of tasks

Data Collection Period

CEPEP

- Analyze first survey and post second survey
- Evaluate:
  - Curriculum
  - Instructional materials
  - Emergency Action documents
- Aggregate results from surveys/questionnaires
- Draft evaluation report

Draft Review

- With representatives from the Introductory Meeting
- Share
  - Facts and analysis
  - Conclusions
  - Proposed course of action
- Allow for Input

Presentation of Results

- Who will participate?
- What forms and formats
- What platform(s)
- Incentives?
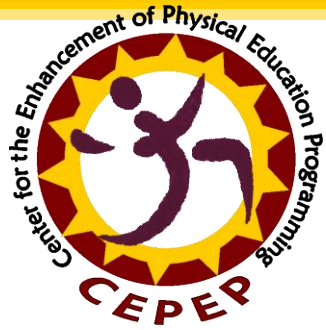
PROGRAM EVALUATION: RESULTS
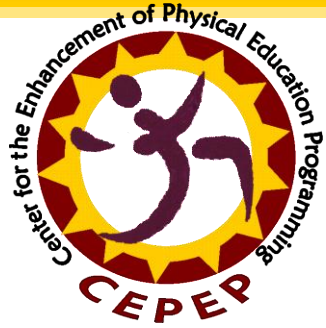
Evaluation Report Format

1. Acknowledgements
2. Overview of the Process
3. Results
4. Program Strength, Weaknesses, and Suggestions for Improvement
5. Suggested Plan of Improvement

Evaluation Results:

Part 1 – School/community environment

Part 2 – Physical Education program

Part 3 – Physical Education instruction

Part 4 – Personnel

Part 5 – Facilities, equipment, safety practices
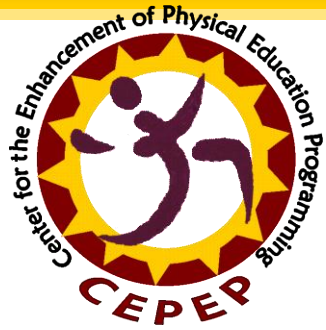
Pilot Evaluation Results: On-line Format
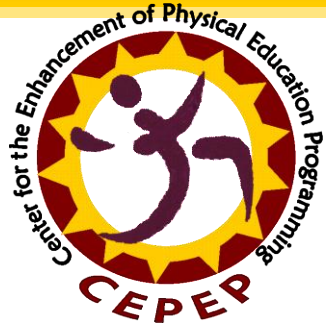
Pilot Evaluation Results:
Participation in the Evaluation

Closing Thoughts

Change:

First they ignore you
Then they laugh at you
Then they fight you
Then you win

-M.K. Gandhi

Contact Information:

cepep@cmich.edu
Ray.Allen@cmich.edu

CEPEP

Center for the Enhancement of
Physical Education Programming

🏠   Site Instructions   Program Evaluation   Staff   Links   Wednesday 10 November 2010

Login ▼

Username [ ]
Password [ ]

[Login]

Lost password?

Welcome Video ▼

Main Menu ▼

- 📰 Site news
- 📄 Site Instructions
- 📄 Program Evaluation
- 📄 Curriculum Construction/Revision
- 📄 CEPEP Staff
- 📄 Links
- 📄 Main Glossary
- 📄 Non-Disclosure Agreement

Calendar ▼

Welcome to the program evaluation site for CEPEP

Available Courses

No courses in this category

Department of
**Physical Education
and Sport**
The Herbert H. and Grace A. Dow College of Health Professions

The Herbert H. and Grace A. Dow
**College of
Health Professions**

CMU
CENTRAL MICHIGAN
UNIVERSITY

✔ Trusted sites | Protected Mode: Off

CEPEP

Center for the Enhancement of
Physical Education Programming

Ben Rollenhagen

Update profile   My Buildings   Logout

🏠 | Site Instructions   Program Evaluation   Staff   Links | Wednesday 10 November 2010

Site Home ▶ SHS Home

Switch role to... ▾ | Turn editing on

Course categories ▾

📊 Program Evaluation
📊 Curriculum Construction

All courses ...

Topic outline

Welcome to the Evaluation Site for
Sample High School

A comprehensive program evaluation requires participation of a variety of people with various perspectives of and roles in the program. Each individual invited to participate will be assigned a specific role in the evaluation by the Evaluation's Central Task Force.

Please click on the link below **_according to your role in the evaluation_** process to access the instruments you need to complete for the evaluation.

If you serve in more than one **_official_** role, you will click on more than one link.

| 1 | **Building Representatives** | ⊟ |

Each school building in the district will have one person designated to be responsible in making sure all of the evaluation materials specific to that building are collected or

Go Raiders!

Latest News ▾

Add a new topic...
(No news has been posted yet)

Upcoming Events ▾

There are no upcoming events

Go to calendar...
New Event...

Administration ▾

✏️ Turn editing on
🔧 Settings
👥 Assign roles
🔢 Grades
👥 Groups
💾 Backup
↩️ Restore
📥 Import
↺ Reset

Tools ▾   Safety ▾

Update this Resource

Welcome to the site for Physical Education Faculty members. You are an integral part of the program evaluation process and have access to some of the most valuable information pertaining to this evaluation. As a member of the physical education faculty for this building you will be required to:

1) **Fill out a program status checklist and building/facilities profile** for each building in which you teach to describe the resources and environment associated with the physical education program. If you teach in more than one building, you will need to complete more than one survey.

2) **Complete a checklist** for items you will be required to submit. These items include assessments, lesson plans, instructional aides, classroom rules, and other materials related to teaching. The requirements for types of materials we need is described in #6 below.

3) **Complete a Teacher Profile** that describes you as a teacher.

4) **Complete a Program Survey** that describes the physical education program for this building. If you teach in more than one building, you will need to complete more than one program survey

5) **Complete a Curriculum Survey** that provides information regarding the physical education curriculum. This process involves taking 3 rounds of survey instruments and communicating with the evaluation team. This survey takes approximately 40 minutes to complete.

6) **Curriculum Document Collection**: This link takes you to a page where you can upload curriculum documents that are in electronic format. It also gives you a list of requirements of the types of materials we need.

Resources:

Physical Education Status Checklist

Building/Facilities Profile

Physical Education Teacher Checklist

Physical Education Faculty Profile Form

Done   ✓ Trusted sites | Protected Mode: Off   🔍 85%

PART I: Quality of the School-Community Environment

Most items in Part I refer to all disciplines represented in the K-12 educational program within the school district. When items are concerned only with physical education, the item is clearly delimited to the physical education program.

(Position:8)

School Philosophy/Mission:

5.) The district's educational philosophy/mission is widely disseminated to school and community personnel.

○ Not selected
○ SA ○ A ○ N ○ D ○ SD

(Position:9)

6.) Teachers use the philosophy/mission of the school as a guide to making decisions about program content and instructional practices.

○ Not selected
○ SA ○ A ○ N ○ D ○ SD

(Position:10)

7.) Overall rating on the quality of the school philosophy/mission:

○ Not selected
○ 5 (highest)
○ 4
○ 3
○ 2
○ 1 (lowest)

(Position:11)

8.) If you seleceted "Strongly Agree" or "Strongly Disagree" for any questions above, please provide a breif explanation or information for which you based your

(Position:12)