

Name of Grant Program: Academic Support and College
Transition Services for Students from
the Classes of 2003-2010

Fund Code: 598 (School Year)
593 (Summer)

EVALUATION GUIDELINES
FY 2009 FUND CODES: 598 (School Year) /593 (Summer)
Academic Support and College Transition Services

In preparing a narrative report for the Fund Code 598 and/or 593 program(s), address the following areas, at a minimum. **Reports are due on July 31, 2009 for school year programs (Fund Code: 598) and September 30, 2009 for summer programs (Fund Code: 593).**

After preparing this document in Word, please save it as "Fund Code_FY_Eval_CommunityCollege" (for example "598_FY09_Eval_RoxburyCC") and send it via email to AcSupport@doe.mass.edu or upload it to your drop box in the security portal. Please do not mail a hard copy of the evaluation unless necessary. If you have hard copy attachments that you would like to include (news clippings, etc.), please make a note of them in your narrative evaluation and mail to: Allison Ward; Student Support Data Specialist, 4th Floor, 75 Pleasant St, Malden, MA 02148.

Reminder: student data information is due in the Department's security portal on the same due dates as the narrative evaluation (**July 31, 2009** for FC 598 school year programs and **September 30, 2009** for FC 593 summer programs). See www.doe.mass.edu/as/data for more details.

I. PROGRAM DELIVERY

1. **Program** – To what degree was the proposed program delivered? How successful was the program in identifying and meeting the students' academic needs in English language arts and/or mathematics? Why? How successful was the program in addressing other student needs? What was the most distinct characteristic of the program?
2. **Schedule** - Was it convenient for students? Did the program meet the proposed number of hours? Why or why not?
3. **Attendance** – Were attendance levels high throughout the program? Why or why not?
4. **Setting** - Was it easily accessible? Was transportation provided?
5. **Outreach Methods** - Did the program reach, recruit, enroll, and maintain the participation of targeted students? Which methods appeared to be most and least effective?
6. **Staffing** - Was the program able to attract adequate numbers of qualified staff to teach in the program? Was sufficient time for planning provided? Did teaching staff have previous secondary or postsecondary experience or both?
7. **Partnerships / Collaboration:**
 - A. Describe any partnerships or collaboration with other programs, resources, and personnel in the district or community. (*This may include, but not be limited to other programs and personnel at the community college or other institutions of higher education, One Stop Career Centers, Workforce Investment Boards, Regional Employment Boards, and local Community Based Organizations.*)
 - B. Note the benefit of any/all of these efforts (*for example on recruitment, referrals, addressing barriers to learning such as family, physical, or mental health issues; housing needs; additional supports; creating post-secondary opportunities in education and careers, engaging activities, etc.*).
 - C. Discuss any challenges encountered in developing collaborative efforts with the entities listed (*for example, the program is not geographically close, program previously but not currently funded, etc.*).
8. **What further questions** are raised and/or answered by program observations and/or an analysis of the data?

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II. ADDITIONAL MEASURES OF POSITIVE OUTCOMES

- Please note the number of individuals who accomplished the following:

Completed Accuplacer Testing	
Scored at or above the Ability to Benefit level	
Enrolled in a college course/certificate program or other form of postsecondary education/training	
Obtained employment	

III. SUMMARY

In the summary, please address both academic support and college/career transitional services. Programs that were awarded “Enhancement” funding should address it in this part as well.

1. **Program Strengths**
2. **Program Weaknesses**
3. **Lessons Learned** - Include a brief discussion of the effectiveness of the instructional strategies and materials, college/career transitional activities, as well as lessons learned about staff, students, and program organization.
4. **Recommendations for the Future** - What would be helpful to change and what would you plan to keep the same in a future program?
5. **Anecdote** – Please provide one or more short anecdote(s) and/or any other contextual information that demonstrates the success of the program.

IV. FEEDBACK FROM PARTICIPANTS, STAFF AND STAKEHOLDERS

- **Surveys** – Indicate participant, staff and stakeholder feedback received through any surveys conducted. Describe the process for collecting the information as well.
- **Other** – Provide letters or other testimonials from participants.

V. FEEDBACK TO DEPARTMENT

- **Suggestions/Comments for the Department** – Please feel free to provide suggestions/comments for the Department regarding Department policy, the application process, technical assistance provided, workshops offered, presentations, or information that would be helpful for future conferences, etc.