

## Presidential Mini-Grants for Departmental Diversity Initiative

### Evaluation Plan Guidelines

Action Plan			Evaluation Efforts			
Program Goals	S.M.A.R.T. Objectives (Specific, Measurable Achievable, Realistic and Time-phased)	Activities (optional)	Indicators	Data Collection Source	Data Collection Method	Timing (optional)
<b>Guiding Questions</b>						
<i>What are the general guidelines that explain what you are trying to achieve?</i>	<i>What are the smaller steps to reach program goals?</i>	<i>What are the necessary action steps to accomplish objectives?</i>	<i>What will you need to observe to determine if/or when the objective was met?</i>	<i>What instruments will you use to collect data and program feedback?</i>	<i>How will you collect your data?</i>	<i>When will you collect your data?</i>
<b>Examples</b>						
Promote diversity in environmental sustainability research.	At least 50 students will attend an environmental sustainability conference focused on celebrating diversity.	Form a conference planning committee.	Attendance of students at the conference.	Sign-in sheets	Students will sign in upon arrival to the conference.	April, 2016
Raise awareness about LGBTQ community.	Offer five LGBTQ peer education workshops.	Develop workshop curriculum.	Increase participants' awareness of LGBTQ issues.	Surveys	Surveys will be administered at each workshop.	Sept., 2016 – Nov., 2016