

Evaluation Process of the Harlem Community & Academic Partnership

Annual Timeline of Evaluation Activities:

- December - Review of Goals
- January - Formulation of Goals
- February - Formulation of Action Steps to fulfill on Goals
- May thru July - Check in on progress of goals

December Meeting: Review of Goals

- Members are provided advance notice as early as the October meeting that we will be reviewing our goals at the December meeting; and members are provided with copies of the goals as a both a refresher and reminder of our review at least one month in advance.
- With a flip chart the Chair leads the group in facilitated discussion in the following way:
 - State the goal
 - Did we accomplish this goal
 - If Yes
 - How so?
 - What worked about actions that took place to achieve the goal?
 - How else did HCAP benefit from achieving this goal?
 - If No -
 - Why not and or to what extent was the goal not accomplished?
 - What worked and didn't work, what was missing such that we did not achieve the goal?
 - Were there barriers
 - Is there an interest in expanding or reworking this goal for next year?
 - Make note for January goal formulation meeting
- Complete the review all goals in this manner; record discussion and flip chart pages for the minutes.
- Distribute completed minutes before next meeting

January - Goal Formulation Meeting

- Start with a list of suggested or interested goal areas generated from the December Review; this list may also include ideas generated from the previous year's meetings which may not have come up during the December review meeting. The Chair tends to keep an ongoing "wish" list of ideas generated throughout the year past to propose during this meeting.
- With the use of flip charts, goal areas are defined broadly. The discussion is guided in the following way:
 - From the previous generated list, which areas do we want to focus on?
 - What new or existing areas are we interested in exploring or expanding?
- Notes from discussion and flip chart pages are recorded for the minutes
- Minutes are distributed prior to the next meeting for action step formulation

February Meeting: Action Steps

- Display Goal Areas as defined from the formulation meeting
- For each goal area and with a flip chart, the Chair guides a discussion in the following way:
 - Who, How, When, Where will each of these goals be accomplished?
- The intention is to actualize the goal and formulate action steps that are reasonable and doable for HCAP to accomplish.
- These new goals with action steps then serve as a guide for agenda formulation, HCAP activities, and overall direction of the partnership

May thru July: Check In

- At one of these meetings, the Chair checks in how the partnership is progressing meeting the goals. Sometimes this may lead to redirection of particular goal or modification of proposed action steps.