

## The GEAR UP Participatory Evaluation & Sustainability Team

### BACKGROUND

Northern Arizona University and its partnering schools named in the Arizona GEAR UP (AZGU) grant share a common goal – to maximize student academic performance and achievement. Part of ensuring AZGU is meeting this goal requires that program activities and services be evaluated. The evaluation plan for the grant provides that a *participatory evaluation and sustainability team* is formed to provide yearly assessment to ensure the project meets objectives and performance measures. **The *participatory evaluation and sustainability team* is a partnership between the program evaluator, ICF, AZGU, and the students and schools served by the program to create a collaborative evaluation process that includes the voice and guidance of the program’s service recipients as well as program administrators and program evaluators.** The strength of the team is not only the level of expertise they bring, but also the incorporation of stakeholders to ensure the team is providing relevant and meaningful feedback to staff and schools for ongoing implementation.

### COMPOSITION OF THE PARTICIPATORY EVALUATION AND SUSTAINABILITY TEAM (PES TEAM):

Arizona GEAR UP will have one PES Team that represents all school partnerships. The team will include:

- Co-Principal Investigator
- AZGU Director
- AZGU Assistant Director
- AZGU Staff
- Student(s)
- Educator(s) – Administrator, Coach, Task Force Member, etc.
- Evaluator
- Other Experts

AZGU’s Assistant Director serves as the primary contact between the PES team, Arizona GEAR UP, and ICF. The Assistant Director coordinates group meetings, communicates with the team, and provides guidance and resources to support team member’s participation on the team. AZGU’s evaluator, ICF, leads quarterly meetings and provides information that guides a process for PES team members to provide input and voice opinions about AZGU’s evaluation. The coordinators and participants of the PES team aim to provide a space and the structure for all members of the group to voice their opinions regarding the evaluation of the program in a way that benefits all stakeholders.

## **ROLE OF THE PARTICIPATORY EVALUATION & SUSTAINABILITY TEAM**

**Evaluation Planning:** The PES team reviews and provides input on AZGU's evaluation plan that can include providing feedback on timelines and communication with educators and students/parents, reviewing survey and focus group questions, and sharing opinions on the overall direction of the evaluation.

**Reporting:** The PES team provides input on the information to include on evaluation reports as well as format and wording that will benefit school educators and families who may access the reports, and offering suggestions on the best way to share those reports.

## **PARTICIPATION REQUIREMENTS**

**Meetings:** AZGU and ICF will hold quarterly meetings that may request the participation of some or all PES team members. Team members participation in quarterly meetings will be dependent on the availability of team members, the meeting's agenda, and the topics that are most relevant to each member. Some preparation (reading materials or other like items) may be shared with team members ahead of time to review and provide input.

**New Member Orientation:** When a PES team member joins the group, AZGU and evaluation orientations materials will be shared to assist the member in becoming familiar with the work of the program.

**Time Commitment:** The time commitment may vary by team member. Team members may dedicate anywhere from 1-12 hours of participation/service per year to participate in meetings and to review materials and provide feedback before and after meetings.

**Membership Term:** PES team members can collaborate with AZGU to determine membership annually, based on the availability of each member and the needs of the evaluation work.

**Compensation:** PES team members who are not NAU staff are eligible for compensation for time dedicated to PES Team activities at a rate of \$25.00. PES team members are responsible for knowing their organization's policies pertaining to receiving compensation for hours worked during business hours, if applicable. Twice per year, PES team members must complete an NAU vendor form, and must submit an honorarium form detailing the activities and hours dedicated to the PES team. If approved, NAU will send payment directly to the team member.

## **WHO CAN BECOME A MEMBER OF THE PARTICIPATORY EVALUATION & SUSTAINABILITY TEAM?**

AZ GEAR UP is seeking educators representing 5E GEAR UP high schools that are interested in participating in the program's evaluation. All voices and levels of expertise are encouraged to participate.

Additionally, seeks advocates, college-access experts, families, GEAR UP Alumni, and representation from individuals who are interested in advancing the GEAR UP goal to increase students' access to postsecondary education.

## **PES TEAM DOCUMENTS:**

**Meeting Agendas** are emailed to PES team members ahead of meetings.

**Orientation Presentation, Honorarium Forms, Vendor Forms, and PES Team Description sheet** can be accessed via an [AZGU-managed Microsoft Teams Channel](#). Documents can also be requested by emailing Andrea González Sotelo at [andrea.gonzalez@nau.edu](mailto:andrea.gonzalez@nau.edu).

## **CONTACT:**

[Andrea González Sotelo](#), Assistant Director AZ GEAR UP, serves as the primary contact between NAU and PES Team Members. [Johnavae Campbell](#), Ph.D., ICF Senior manager, Child Welfare and Education, serves as the primary contact between ICF and PES Team Members.