

Instructions for Leaders

Wabash Center Evaluation Items for Workshops, Salons, or Colloquies

Instructions for Leaders Concerning Workshop, Salon, or Colloquy Participant Materials:

When designing the call for applications and the design of the first session, consider requesting materials that can be used as a later comparison point (pre- and post- workshop), such as a syllabus, teaching philosophy, or assessment plan. Only ask for them if they are materials that you plan on using.

Ongoing Workshop, Salon, or Colloquy Evaluations: It is helpful to ask for short, immediate evaluations from participants after the opening and midpoint sessions. This will offer feedback about the design, goals, particular sessions, or whatever else you want to ask. We will use Survey Monkey, or other digital platforms, to easily return responses for the leadership team's debriefing meeting.

Final Participant Evaluation: In order to gain some of the information that we need to write the annual report to Lilly Endowment, four standard evaluation questions will be included in the **final participant evaluation**, along with questions designed by the leadership team that are particular to the workshop, salon, or colloquy's goals and design. This evaluation will be done through Survey Monkey or other digital platforms, following the final session.

- As you look back on your year as a participant in this workshop, salon or colloquy, how would you describe what you learned?
- What would you say were the primary things you learned about issues of *classroom practice*?
- What would you say were the primary things you learned about issues related to your *vocation as a teaching scholar*?
- What would you say were the primary things you learned about issues related to your *institutional context* and its effect on your teaching?

Leadership Team Reports: The co-directors of the leadership team will write a summary report for inclusion in the Lilly Annual Report. Please send a copy of all leadership member reports to the Wabash Center for our files.

The leadership reports are to be structured around these questions:

- What were the critical issues that the participants wanted to address? What issues do you think were most important for the participants to address?
- Which aspects of the workshop, salon, or colloquy worked particularly well and which aspects did not work as well (e.g., activities, assignments, readings, pacing, session teaching methods, content or structure of the three sessions)? Include some reflections on the way the leadership team functioned.
- Referencing the goals established by the leadership team, speak to how these were or were not met during the time of the workshop? How would you revise or re-word them at this time?

- From your observations, what were the most significant things learned by the participants? What were the most significant things learned by the leadership team?
- Other observations or comments about this workshop, salon, or colloquy?

4/21 (Revised)