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## **POLICY & PROCEDURE**

### **PROVIDER – EVALUATION OF LEARNING ACTIVITY**

#### **POLICY**

The effectiveness of each learning activity will be evaluated as determined by the Planning Committee, Director of Education Services/Accredited Provider Program Director (APPD), and in conjunction with the faculty. The evaluation process will include the learners' feedback.

#### **PROCEDURE**

1. The participant learner evaluation will include the participant learner's ability to meet the educational outcomes related to the following:
  - Effectiveness of the activity content.
  - Quality of the activity content.
  - Expertise of the faculty/content experts and facilitation abilities.
  - Teaching strategy used.
2. Methods of evaluation vary at the discretion of the Accredited Provider Program Director (APPD):
3. Once the learner completes the education portion of the activity, a formative evaluation (short-term evaluation) is completed.
4. The Planning Committee and Director of Education Services/APPD review the formative evaluation summary to assess the activity's effectiveness and to identify how results may be used to guide future educational activities.
5. At least one (1) session within a larger activity, such as a conference, will be selected for a follow-up evaluation. The follow-up evaluation attempts to gain knowledge on the session's ability to achieve an impact outside of the activity and to determine the extent and type of impact.
6. Faculty are given feedback regarding the evaluation results of their learning activity.