Process Evaluation Guidelines
Process Readiness Checklist

Overview:
Monterey Peninsula College strives to conduct regular evaluations of the effectiveness of its processes, policies, and procedures in order to support continuous improvement of college services and operations. The Process Readiness Checklist was developed by MPC's Planning, Research, & Institutional Effectiveness (PRIE) Committee. The checklist helps to confirm that elements critical to the success of the process (e.g., measurable goals, measures of success, evaluation plans, supporting documentation, communication plans, etc.) are in place prior to implementation.

The checklist can be used with any campus process when it is first launched, or at the beginning of a new evaluation cycle.[1] The checklist can be used as a tool for individual reflection, as a frame for group discussion, and/or distributed as a survey. For assistance administering the checklist as a survey or to request a discussion facilitator, please contact the Office of Planning, Research, & Institutional Effectiveness at prie@mpc.edu.

Process Information:

Please list the specific process being evaluated:

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Intended goal/outcome of this process:

_____

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[1] **More information about evaluation processes (including the timing of regularly scheduled process evaluations can be found in the** *Integrated Planning Handbook.*

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Please assess each statement below. Use the results of the assessment to frame reflection, discussion, and next steps. Ideally, all items will be in the 3-4 range prior to implementation. If the majority of items rate 2, consider running a pilot test with a sample of "end users" to gather feedback and make improvements.

1. **Clear end goals have been established for this process. The goals are SMART, i.e., Specific, Measurable, Achievable, Results-focused (i.e., goals should measure outcomes, not activities), and Time-bound.**

1	2	3	4
No	Not sure	In progress	Yes

2. **Methods for evaluating the process and its outcomes against the goals have been established.**

1	2	3	4
No	Not sure	In progress	Yes

3. **Resources explaining the steps in the process and how to complete them have been developed and tested for clarity. (Resources could include written instructions, videos, training workshop materials, etc.)**

1	2	3	4
No	Not sure	In progress	Yes

4. **Plans for communicating about the implementation of the process with appropriate groups on campus have been developed.**

1	2	3	4
No	Not sure	In progress	Yes

5. **Methods for monitoring the implementation are in place so that course-corrections can be made if necessary.**

1	2	3	4
No	Not sure	In progress	Yes

6. **Methods have been selected for gathering feedback from individuals involved in the process once it has concluded in order to identify areas for improvement.**

1	2	3	4
No	Not sure	In progress	Yes