



LGEG County Extension Agent Evaluation Protocol

Starting with this new program year (2017-2018), we will utilize an online LGEG pre/post evaluation (Qualtrics) for youth participants. The printed scan survey from the LGEG website has been removed and all Agents are requested to use the online evaluation. To get started, please have Agents implementing LGEG, do the following:

- If an LGEG group has already started and used the Pre-test scan form they should complete the implementation of the program with the Post- test scan form
- For newly started groups contact Katy Gottwald – AgriLife Organizational Development katygottwald@tamu.edu (preferred) or phone 979.862.2596
- Agents provide Katy with the 1) county name, 2) schools or groups using LGEG 3) Teacher names (First and Last Name) of each group using LGEG 4) Grade associated with each teacher. Copy the appropriate RPL-FCS. **Please let Katy know at least 1 week prior to start date.**
- **Katy will send to the Agent the Pre/Post survey links.** *Agents will then provide to the school lead/teachers, the Pre and Post online survey links with drop downs for the school with the information listed above.* This will reduce error for the children and will allow for easier matching of your Pre/Post surveys
- Youth will complete online surveys at a time to be scheduled by Agents/schools. This could be done during class time/computer time, whatever is easiest for the school. NOTE: Agents will need to coordinate with schools or agencies using LGEG to determine time!
- Pre-test should be administered prior to the start of any programming. Post-test should be given after all programming is completed. This online evaluation is simple, user friendly and should only take children 5-6 minutes to complete
- Agents should communicate with schools regarding their connectivity. Counties or schools without access to technology should communicate with Katy and their RPL-FCS for a solution
- A Spanish language version has been created in Qualtrics and is available
- Reports will reflect Pre and Post survey results by mean difference
- By September 22, 2017, a scan version of the updated instrument will be available through Organizational Development. RPL-FCS should use their judgement based on technology limitations and on number of participants if a county should be allowed to use. The same county, school/group, teacher, and grade information will need to be shared with Katy when requesting a scan version of the form