The following questions are organized according to Guskey’s (2000) five levels of evaluation.

1. **Reaction**: Measuring initial satisfaction with experience  
   **Information use**: To improve design and delivery

   Overall, how would you rate this session? 1.........................5 Use likert scale to measure  
   Would you recommend this session to a colleague?  
   Were your expectations met during this session?  
   Did the session meet your expectations? Why? Why not?  
   What were your expectations for today’s session?  
   What did you like the most? The least?  
   What did you find most useful?  
   What did you find most engaging?  
   Did the material make sense?  
   Was the facilitator knowledgeable and helpful?  

2. **Immediate Reflection on Learning**: To measure knowledge/skills of participants  
   **Information use**: To improve program content, organization

   What were you surprised to learn?  
   Did you learn anything unexpected today?  
   What is your most significant take-away from this session?  
   What did you learn that is new?  
   What did you learn that challenges your beliefs? Current teaching practice?  
   As a result of this workshop/session, I plan to.....  
   What is the most important thing you learned today?  
   How has your thinking changed?  
   How will you change your practice?  
   3-2-1 Reflection: 3 important ideas you want to remember  
   2 questions you still have  
   1 way that the session will positively impact your practice

   Pre-Post: Before the session begins have participants reflect on what they know and what they want to know about the topic in question. At the end of the session have participants identify what they have learned. Use one sheet (3 columns) for this assessment.  
   Are you likely to change some aspect of your practice as a result of this workshop?  
   Are you inspired to find out more about the issues?  
   How do you intend to apply what you have learned?
3. **Organization Support & Change**: To measure the organization’s advocacy, support, accommodation, facilitation, and recognition.

**Information use**: to document and improve organizational support and to inform future change efforts.

Have you spoken with a colleague about this workshop?
What did you feel was most important to convey to your colleagues about this workshop?
If you haven’t spoken with your colleagues about this workshop, why not?
What have you discussed with your colleagues?
How did this affect your teaching evaluations?
Were sufficient resources made available?
Were successes recognized and shared?
Did you experience any institutional/departmental blocks?
What would it have taken for you to change more?
Did you seek approval to make changes to your teaching practice?

4. **Participant Use of New Knowledge and Skills**: To measure degree and quality of implementation (impact on teaching practice)

**Information Use**: To document and improve the program content.

Have participants write an intention statement, seal that statement in an envelope and mail that envelope back to them 6 months following the workshop/educational intervention.
What class would better suit the changes you are anticipating?
What are you doing now that you didn’t do before?
Bring people back a semester later to talk about what they have done (focused discussion).
How did you change your teaching practice?
Have you experimented with any of the ideas from the workshop?
Has your confidence about your teaching practice changed since the workshop?
Have you had enough time to change your practice?
Did you try some changes? How did they work out?
What would it have taken for you to change more?
Can you identify reasons that you have not changed?

5. **Student Learning Outcomes**: To measure changes in student performance and achievement.

**Information use**: To demonstrate the overall impact of the educational development event.

How would your students see/experience your change?
How will you know that this change has affected your students’ learning?
Are you noticing any difference in student performance? Achievement?
Are you noticing any difference in student confidence in learning?
Are you noticing any difference in student retention? Engagement?