



Needs Assessment Plan

Needs Assessment Report

Change Management Plan

Summative Evaluation Report

MIT 530 Evaluation and Change in Instructional Development Process

(Domains/Competencies/Job Qualifications/Artifacts/Rationale)

Context & Conditions:

The course is designed to introduce the process and the techniques involved in the evaluation of instructional and training modules, programs, and curricula while at the same time intends to equip the learners with knowledge and tactics of change management related to evaluation. Responding to the intention of the course, the big coursework is required to complete, including needs assessment plan and report, change management plan, and summative evaluation. This coursework was completed in the spring semester of 2007 under the guidance of Dr. Chen Sue-jen. It was for E-learning office where the problem “how to support faculty teaching online course effectively” was concerned. The E-learning office is affiliated to the Information Technology System Division (ITSD) in UNCW.

Scope:

The purpose of the coursework is to demonstrate knowledge, skills and experience in planning and conducting needs assessment and evaluation, and in developing a change management plan. When conducting the needs assessment, Allison Rossett's Training Needs Assessment (TNA) model (1987) was served as a theoretical and practical guidance. For example, TNA five-purpose data, data collection techniques and instruments, and TNA stage plan. The knowledge and techniques that were acquired in needs assessment was transferred to and practiced in summative evaluation. A self-instructional module was chosen for the evaluation. Kirkpatrick's four-level evaluation model was used to lead the process of planning and conducting summative evaluation for the module. The artifact “change management plan” illustrates the process and relevant strategies of diffusing an innovation. Evaluation and change are viewed as two integral and indispensable components of instructional and performance technology processes.

Role:

In the needs assessment part, I worked with three team members in planning needs assessment and developing needs assessment report. At different points we each served as instructional designer, data analyst, and technical writer. We created survey, developed data collection plan, analyzed and interpreted data, and formulated the final plan and report.

For change management plan and summative evaluation plan, I completed them on my own. During the process I served as product evaluator, change agent, and technical writer. I developed summative evaluation plan for a self-instructional module, and a diffusion plan for an innovation with the process and strategies related, and worked a written plan in detail out.

Reflection:

The big coursework was very helpful to understand the process and techniques in conducting needs assessment and summative evaluation, as well as in diffusing an innovation. Additionally, it gave me a valuable chance to practice systematically the process and that is related to evaluation and change in instructional development. It greatly improved my knowledge and skills in needs assessment, summative evaluation, and change management. Given time I will go deeply and broadly in collecting data for summative evaluation and diffusing a planned change.

MIT 530: Domains/Competencies/Job Qualifications/Artifacts/Rationale

Skip to: Utilization / Management / Evaluation

Domain of Utilization			
MIT Competencies	Job Qualifications	Artifacts	Rationale
Apply leadership techniques with individuals and groups (interpersonal skills, group dynamics, team building and diffusion of innovations).	Demonstrate communication and interpersonal skills. Work with team.	Needs Assessment Report	The artifact demonstrates my ability to lead a project towards the desired direction effectively by communicating with a team of designers and subject matter experts. Throughout the team-based project I not only learned and applied team building skills but also improved my communication skills.
Promote the diffusion and adoption of the instructional development process.	Develop change management plan for potential innovation.	Change Management Plan	The change management plan illustrates the process of planning, implementing and diffusing change in an organization. I applied change models and diffusion theories to develop events with timeline, implementation phases, and adoption strategies.
Domain of Management			
MIT Competencies	Job Qualifications	Artifacts	Rationale
Manage personnel and facilities.	Have experience with proposed management plan for personnel and facilities.	Identification of Common Things in the Organization Identification of Key People and Stepping Stone Strategies	The artifact demonstrates my ability to allocate technical and human resources and activity events that involved in the development of project.
Plan and implement organizational change.	Develop organizational change plan and relevant diffusion plan.	Change Management Plan	In the change plan I have used change theories and models to plan and implement an organizational change. Change management team and other strategies were used to assure the incremental implementation of change.
Domain of Evaluation			
MIT Competencies	Job Qualifications	Artifacts	Rationale
Plan and conduct needs assessment.	Conduct needs analysis and assessment. Develop assessment plan and instruments.	Needs Assessment Plan	The artifact illustrates the needs analysis process of gathering data on OAFCS (Optimal, Actual, Feeling, Cause, and Solution), and then establishing the needs that address gaps. In the artifact, I collected data by interview, creating and delivering a survey, questionnaire, and extant data as well. I used SPSS to process data gathered.
Plan and conduct summative evaluation of instruction/training.	Conduct summative evaluations applying evaluation models.	Summative Evaluation Report	The project illustrates the process of planning and conducting a summative evaluation. I gathered data related to the use of an instructional product, analyzed data, interpreted data, and made some recommendations on whether to continue to use the instruction or not.

<p>Plan and conduct product evaluation.</p>	<p>Conduct product evaluation and make recommendations.</p>	<p>Summative Evaluation Report</p>	<p>The project illustrates the process of conducting product evaluation. I gathered data related to the use of instruction, analyzed data, interpreted data, and made some recommendations on whether or not to continue to use the product.</p>
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