



Guidance for Interpreting Feedback from Activity Evaluation

1. Did the activity accomplish what was planned?
 - a. Was there consensus among the participants that the activity achieved the learning outcomes?
 - b. Did the activity meet or exceed expectations?
 - c. Were there other outcomes beyond those which were planned?
2. If the activity did not accomplish what was planned, where did the activity fail and why?
 - a. Did the evaluation provide specific enough detail to indicate where the activity failed?
 - b. Can the problem be linked to the activity design and development, or to activity delivery?
 - c. At what stage (s) of the planning and delivery process did the activity fail?
 - d. What caused the activity to fail?
3. How should the activity be revised if it is offered again?
 - a. Are decisions about adjustments to the activity based on assumptions or facts?
 - b. Were the activity deficiencies a one-time happening or do they represent a basic flaw within the activity?
 - c. What is likely to occur if certain adjustments are made?
4. What was learned from one activity evaluation that can be used in strengthening other activities?
 - a. Did the evaluation reveal a problem that might be occurring in other activities, perhaps a problem that has not been identified by other activity evaluations?
 - b. Does the evaluation data reveal a trend found in other programs?
 - c. Can the findings from successful activities be applied to other activities?

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Adapted from Phillips, L. *The Continuing Education Guide The CEU and other Professional Development Criteria*. 1994