

## Evaluation procedures for Math-Ese 4 All follow-up meetings

- Selected presenters will be set up by 9am on their specified day in their assigned rooms and will remain with their presentations throughout the day (except when their room is “closed”)
- 9am—meeting with non-presenters to explain evaluation process—HMH 127
- 9am—meeting with presenters to explain reflection requirement
- Non-presenters (evaluators) and seminar faculty will evaluate presenters each day
- Evaluators will be responsible for
  - going on-line to review all submitted documents (this can be done in HMH 119, 127, or with evaluator’s laptop)
  - evaluating on-line lesson plan and other submitted items--with provided rubric
  - reviewing presenter’s display (learning centers, etc.) and evaluating with provided rubric
  - spending 10-15 minutes at each display asking questions, etc. of the presenter
  - completing evaluation rubric and turning it in to seminar director
- Room 108 will be “closed” from 10-11am to allow the presenters there an opportunity to review all other presentations—but will not be required to evaluate them
- Room 109 will be “closed” from 11am-noon for the same purpose
- Room 119 will be “closed” from 1pm-2pm for the same purpose (computers will be available)
- Presenters will be required to complete “reflection” of the process and submit to seminar director
- During the noon meal of each follow-up day, everyone will complete final evaluations of the seminar

**Think of these follow-up sessions as a “science fair.” There will be no “formal” presentations given, but each presenter should expect, and be ready to answer, questions about his/her presentation, lesson, learning centers, modifications, pre-post tests and results, equity issues, reflections, etc. from each visitor.**