

Evaluation Committee Composition Worksheet

To create and conduct your technology evaluation, you need a committee composed of educational stakeholders *who will actively work* to help create the evaluation.

Remember:

- Your committee should represent **all** aspects of your school community. This means, it must include teachers (from a variety of grades and subject areas), administrators, parents, community members (e.g., business people), and perhaps students.
- Do not “stuff” your committee with figureheads who are not willing to actually work on the plan.
- The evaluation process includes many different tasks. You need writers, curriculum people, infrastructure people, people who are good with budgets, and policy people.
- The commitment to be a part of the technology evaluation committee is not a short-term commitment. A formative evaluation by definition is on-going and iterative. The committee members should be willing to assist in your school’s technology evaluation efforts long after the initial data is collected and report is written.

	Teachers	Administrators	Parents	Others
Curriculum				
Professional Development				
Infrastructure				
Process Tasks (editing, calling meetings, etc.)				