Evaluation Plan

# foundation

**Purpose**

Evaluating the development of a campus mental health strategy is important. Two main purposes of evaluating our process have been identified:

* Building confidence and investment in the development of a strategy
* Ensuring that the strategy is valid and meeting community objectives (reflective)

Other purposes:

* Acts as a guide for evaluation process
* Deciphers pertinent information for stakeholders
* Maintains the timeline of activities
* Helps sort methods and strategies for collecting information

**Evaluation Type**

Process (Formative). Focusing on the process involved in planning and implementing a campus mental health strategy.

**Approach**

Participatory Evaluation - Engaging stakeholders (staff, students, community partners)

**Evaluation Lead:** Nichole Roy

# evaluation resources

* Internal funding (amount?)
* Staff
	+ 1 full time employee dedicating 1/3 of her time to evaluation process
	+ 4 Campus Managers representing all 4 campuses for any/all initiatives
	+ Institutional Research staff member for support in data collection/analysis
	+ Marketing team
	+ 1 placement student – Algoma University (September – December 2018)
* Office space, computer, telephone, fax, copier, storage and all other common office supplies.
* Expertise support from Dr. Andrew Szeto, University of Calgary (Coaching in partnership with the Centre of Innovation in Campus Mental Health - CICMH) and Radha Nayar, Nayar Consulting (in partnership with CICMH)

# program description

**Program Resources**

* 1 dedicated staff
* 4 supportive staff
* Funding (5% of program budget)

**Description of Program**

Northern College will design and develop a campus mental health strategy. The strategy will be informed by key stakeholders including students, staff, administration and community partners.

**Program Activities**

* Evaluation planning
* Strategy Planning
	+ Stakeholder engagement
	+ Data collection/analysis
	+ Strategy drafting/finalizing
* Implementation
	+ Strategy launch

# Logic model

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| VISION | *Primary**The development of a comprehensive campus mental health strategy developed by key stakeholders**Secondary* *A healthy, inclusive and supportive campus climate at Northern College* |
| GOALS | * To create space and time for stakeholders to develop and contribute ideas for campus mental health
* To initiate collaboration/participation between all stakeholders in the development of wellness initiatives
* To cultivate innovative concepts for campus mental health
* To enhance stakeholders’ understanding of campus mental health issues
* To increase understanding that student wellbeing is an essential condition for learning and success
* To promote a positive & respectful attitude with regard to student wellbeing
* To increase awareness and understanding of student mental health concerns
* To increase awareness of existing campus mental health support services
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| OBJECTIVES | * By September 2018, a program plan for building a campus mental health strategy will be established (engaging stakeholders, data collection/analysis,
* By December 2018 all stakeholders will have been engaged, data collected and analyzed
* By January 2019, a draft copy of a mental health strategy will be developed
* By March 2019, a Northern College mental health strategy will be finalized (approved by the Board of Governors, relevant management and student government)
* By April 2019, the Northern College Mental Health Strategy will be launched (shared) with all stakeholders
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| RESOURCES | ACTIVITIES | OUTPUTS | OUTCOMES(short-term) | OUTCOMES(long-term) |
| * Funding
* Staff

- Lead- 4 Campus Managers- Institutional Research - Placement student* Space/Facilities (office/meeting rooms)
* Equipment (computer, printer, fax, copier, phone, etc)
* Expertise (evaluation coach)
* Stakeholder input, feedback & satisfaction
* Focus groups
* Surveys
* Discussion
* Research
* Existing resources (developed mental health strategy framework)
 | * Evaluation planning
* Data collection planning (question development)
* Facility (meeting space) booking
* Stakeholder engagement
* Placement student training and task delegating
* Data collection/analysis
* Strategy content building
* Feedback collection
* Delivery of final product (Strategy Launch)
 | * Finalized evaluation plan
* Developed questions for stakeholder engagement
* Number of meetings/focus groups facilitated
* Number of participants engaged (stakeholders)
* Participant feedback/satisfaction
* Collection of data
* Finalized product (Strategy)
 | * Cultivated innovative concepts for campus mental health
* Stakeholder collaboration/participation
* Increased awareness of existing campus mental health support services
* Enhanced level of accountability for campus mental health issues
* A developed Northern College Mental Health Strategy
 | * Increased understanding of institutional stake in campus mental health
* An established positive & respectful environment with regard to student wellbeing
* Increased awareness and understanding of student mental health concerns
* Developed initiatives derived from campus mental health strategy
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stakeholders

|  |  |  |  |
| --- | --- | --- | --- |
| Name & Affiliation | Relationship to Institution | Campus | Role in Evaluation |
| Student Population | **Student** | **All** | **Consultative** |
| Board of Governors | **Governance**  |
| Alumni | **Former Students** |
| Faculty | **Staff** |
| Support  | **Staff** |
| Administrative | **Staff** |
| CMHA-CT | **Community Partner** |
| Northern College Student Association (NCSA) | **Student** | **Timmins, Haileybury Kirkland Lake** |  |
| Police Services (OPP) |  | **All** |  |
| East End Family Health Team (Timmins EEFHT) | **Community Partner** | **Timmins** |  |
| Hospitals |  |  |
| Residence Committee (Timmins) |  |  |
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evaluation questions (what do we want to know?)

**Planning/Implementation**

* Who will participate in our evaluation?
* Do we have diversity among our participants?

**Assessing attainment of objectives**

* How many participants were involved in our evaluation?
* How long did it take to collect information?

**Impact on participants**

* How has behaviour/attitudes changed from participation?
* Are participants satisfied with the method of program development?

**Impact on Campus**

* What resulted from the development of a strategy?
* What were the positive/negative results from the mental health strategy process?
* What went well and what are some areas to improve upon for participants?

# Methods & Data collection

**Ethics of Data Collection**

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| **Engaging Stakeholders****Developing a Campus Mental Health Strategy****LEAD FACILITATOR**Nichole RoyNorthern College705-235-3211 ext. 2173royn@northern.on.ca **PURPOSE OF ENGAGEMENT** The purpose of this engagement is to develop a campus mental health strategy with the input of key stakeholders. Students, student associations, staff, administrators and community partners will be engaged and asked to share ideas that will support the goals of a campus mental health strategy. Our goals: * To initiate collaboration/participation between all stakeholders in the development of a campus mental health strategy.
* To cultivate innovative concepts for campus mental health initiatives
* To enhance stakeholders’ understanding of campus mental health issues
* To develop a strategy reflective of community input

You are being asked to participate in two activities: 1. Contribute ideas that may be used in the development of a campus mental health strategy
2. Evaluate the process of building a campus mental health strategy

Before you decide to participate in this engagement, it is important that you understand why the information is being collected and what it will involve. Please read the following information carefully. Please ask the Facilitator if there is anything that is not clear or if you need more information.**DATA COLLECTION & EVALUATION PROCEDURES**Data CollectionFocus GroupsStakeholders are invited to participate in a focus group to share ideas and thoughts about building a Northern College campus mental health strategy. Data will be recorded using written transcription (notes). Participants and contributions will be anonymous. All data will be collected, analyzed and considered to be a part of the strategy. Duration: approximately one (1) hour. Participants are unrestricted and may take part as long as they are able or wish to. EvaluationParticipants will be invited to evaluate the process for developing the campus mental health strategy following the focus group meeting. **RISKS***Mental health/illness can be a sensitive topic. It is recognized that some conversations, idea sharing may trigger emotional responses of participants.*  Stakeholders may decline to answer any or all questions and may terminate involvement at any time.**BENEFITS**The benefits of participating in the development of a campus mental health strategy include but are not limited to:* Gain insight into key areas of campus mental health issues
* Contribute ideas and concepts toward campus community development
*
*

**CONFIDENTIALITY**Stakeholder contributions will be anonymous. Every effort will be made by the Facilitator to preserve confidentiality including the following: * Keeping notes, focus group transcriptions, and any other identifying participant information in a locked file cabinet

**CONTACT INFORMATION** If participants have questions or additional contributions at any time about this initiative, or experience adverse effects as the result of participating in this study, the Facilitator whose contact information is provided on the first page may be contacted. **CONSENT**I have read and I understand the provided information and have had the opportunity to ask questions. I understand that my participation is voluntary and that I am free to withdraw at any time, without giving a reason and without cost. I understand that I will be given a copy of this consent form. I voluntarily agree to take part in this focus group.Participant's signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_ Facilitator’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_  |

**Focus Group Questions – Draft**

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| **Introduction** |
| **Developing a Campus Mental Health Strategy!**Thank you for agreeing to participate in the development of a campus mental health strategy! Your input is key for ensuring that the strategy is appropriate and meaningful. Together, we will create, innovate and move toward a positive, inclusive and supportive campus. **Confidentiality**Your input will be kept anonymous. All information you provide will be considered in the development of a campus mental health strategy. **Instructions**A Facilitator will guide a small group (10-15 participants) through a series of questions. Free-flowing conversation is encouraged but will be managed. Please note:This focus group is not:* + - A debate
		- Group therapy
		- A conflict resolution session
		- A problem solving session
		- An opportunity to collaborate
		- A promotional opportunity
		- An educational session

**Contact Information****Lead Facilitator:**Nichole RoyMental Health Leadroyn@northern.on.ca  |
| **Evaluation Questions**1. **Please indicate which group you are a member of:**
	* Student
	* Support Staff
	* Faculty
	* Administrator
	* Community Partner
2. **How important do you feel your participation is in the development of a campus mental health strategy?**
* Very Important
* Somewhat Important
* Neither important or unimportant
* Somewhat unimportant
* Very Unimportant
* Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
1. **How satisfied are you with the activity (focus group) you participated in today?:**
* Very Satisfied
* Somewhat satisfied
* Neither satisfied or dissatisfied
* Somewhat dissatisfied
* dissatisfied
* Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
1. **Did you learn anything new during the focus group? ( mental health programs, initiatives, services, issues, strengths, gaps, challenges)**
* Yes
* No

If yes, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_1. **On campus, who do you believe is responsible for supporting student mental health?**

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| **Statements** | **Strongly Disagree** | **Disagree** | **Neither/Neutral** | **Agree** | **Strongly Agree** |
| The development of a campus mental health strategy is important |  |  |  |  |  |
| Student mental health is directly impacted by the expectations of higher education |  |  |  |  |  |
| Northern College as an institution has a stake in producing a positive environment for the sake of student mental health |  |  |  |  |  |
| All members of the Northern College community (students & staff, community partners) have a stake in campus mental health |  |  |  |  |  |
| Students are ultimately responsible for their own mental health |  |  |  |  |  |
| Northern College policies and procedures should be developed and reviewed with student mental health as a consideration |  |  |  |  |  |
| I feel that Northern College cares about the wellbeing of its students |  |  |  |  |  |
| For mental health concerns, I know where to refer a student for help on campus |  |  |  |  |  |
| There is a place or person on campus that I can share ideas and initiatives for improving campus mental health  |  |  |  |  |  |
| I feel that am able to share my ideas (and they will be heard) about improving campus mental health at Northern College |  |  |  |  |  |

1. **What other ways are you willing to contribute to the development of a positive, inclusive and supportive campus?**

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