United States Department of Education
Office of Safe and Drug-Free Schools
Partnerships in Character Education Program
Character Education and Civic Engagement Technical Assistance Center

Needs Assessment Survey for Grantees

Purpose: Responses to this Needs Assessment Survey will provide guidance to the Partnerships in Character Education Program (PCEP) and the Character Education and Civic Engagement Technical Assistance Center (CETAC) in the development of future technical assistance services, program meetings and products to address the important needs of the character education projects funded under this grant program. In addition, responses to this survey will help in the improvement of current character education products and activities to provide better service in meeting program needs of the PCEP grantees.

I. Instructions: Please select three general areas for which you have the greatest project need. Rank the three areas as follows: indicate 3 (highest), 2, or 1(lowest) priority.

Rank	General Areas	Rank	General Areas
	Grant Administration		School Climate
	Project Implementation		Involvement and Support of Others
	Project Evaluation		Professional Development
	Project Reports		Sustainability of Project

II. Instructions: Please prioritize your precise area of need with a mark in the following categories.

AREAS OF PRECISE PROJECT NEEDS	INDICATE LEVEL OF PRIORITY FOR EACH AREA				
Grant Administration	High (3)	Medium (2)	Low (1)	Not Priority (0)	N/A
Key EDGAR Policies and OMB Circulars	☐	☐	☐	☐	☐
Allowable and Unallowable Costs	☐	☐	☐	☐	☐
Carryover requests	☐	☐	☐	☐	☐
No cost extensions	☐	☐	☐	☐	☐
Personnel changes: e.g., key staff, contracted staff	☐	☐	☐	☐	☐
Other, please specify:					
Project Implementation	High (3)	Medium (2)	Low (1)	Not Priority (0)	N/A
Integrating character education into the curriculum	☐	☐	☐	☐	☐
Fully implementing the CE program	☐	☐	☐	☐	☐
Documenting activities for evaluation purposes	☐	☐	☐	☐	☐
Using evaluation results to improve program implementation	☐	☐	☐	☐	☐
Involving students with disabilities	☐	☐	☐	☐	☐
Other, please specify:					

Project Evaluation	High (3)	Medium (2)	Low (1)	Not Priority (0)	N/A
Maintaining a rigorous evaluation design	☐	☐	☐	☐	☐
Addressing the GPRA indicator to demonstrate predicted student effects through valid, rigorous evaluation	☐	☐	☐	☐	☐
Addressing outcomes for teachers	☐	☐	☐	☐	☐
Getting approval of an Institutional Review Board (IRB) for human subjects protection, e.g., parental informed consent	☐	☐	☐	☐	☐
Recruiting a sample (schools, teachers, students)	☐	☐	☐	☐	☐
Identifying appropriate data collection instruments	☐	☐	☐	☐	☐
Ensuring reliability and validity of instruments	☐	☐	☐	☐	☐
Analyzing evaluation data	☐	☐	☐	☐	☐
Other, please specify:					

Project Reports	High (3)	Medium (2)	Low (1)	Not Priority (0)	N/A
Writing the Performance Report	☐	☐	☐	☐	☐
Writing the Evaluation Report	☐	☐	☐	☐	☐
Reporting "lessons learned"	☐	☐	☐	☐	☐
Reporting student outcomes, e.g., behaviors, academics	☐	☐	☐	☐	☐
Other, please specify:					

School Climate	High (3)	Medium (2)	Low (1)	Not Priority (0)	N/A
Gaining support of school building administrators	☐	☐	☐	☐	☐
Gaining unified staff support	☐	☐	☐	☐	☐
Increasing staff modeling of CE principles	☐	☐	☐	☐	☐
Reducing discipline problems in school	☐	☐	☐	☐	☐
Instituting effective discipline strategies	☐	☐	☐	☐	☐
Improving teacher morale	☐	☐	☐	☐	☐
Other, please specify:					

Involvement and Support of Others	High (3)	Medium (2)	Low (1)	Not Priority (0)	N/A
Improving parental involvement	☐	☐	☐	☐	☐
Gaining administrative buy-In	☐	☐	☐	☐	☐
Increasing community and business Involvement	☐	☐	☐	☐	☐
Other, please specify:					

Professional Development	High (3)	Medium (2)	Low (1)	Not Priority (0)	N/A
Developing effective staff development for teachers	☐	☐	☐	☐	☐

Identifying effective training methods, e.g., face-to-face, train-the-trainer, web-based	☐	☐	☐	☐	☐
Other, please specify:					

Sustainability of Project	High (3)	Medium (2)	Low (1)	Not Priority (0)	N/A
Maintaining support from teachers	☐	☐	☐	☐	☐
Maintaining support from school and district administrators	☐	☐	☐	☐	☐
Maintaining support from community	☐	☐	☐	☐	☐
Maintaining support from parents and students	☐	☐	☐	☐	☐
Coordinating efforts within and across schools in the district	☐	☐	☐	☐	☐
Effective communication about program to stakeholders	☐	☐	☐	☐	☐
Use of local media	☐	☐	☐	☐	☐
Other, please specify:					

III. Instructions: Please respond to all of the questions below to let us know how PCEP products and activities can improve to meet the project needs.

PCEP PRODUCTS AND ACTIVITIES
1. CETAC Web site www.cetac.org
Have you used the CETAC Web site during this past year? ☐ Yes ☐ No
If no, why not?
If yes, how often? ☐ Weekly ☐ Monthly ☐ Quarterly ☐ Less than quarterly
Did you find the information you were looking for? ☐ Yes ☐ No
Did you find the site easy to navigate? ☐ Yes ☐ No
Did you find the information on the site helpful? ☐ Yes ☐ No
If yes, how was the information used?
If no, why not?
Suggestions for improvement of the Web site:
Other comments on the Website:
2. CETAC E-Newsletters
Have you read a CETAC E-Newsletter? ☐ Yes ☐ No
If yes, how would you rate the newsletter? ☐ Excellent ☐ Good ☐ Fair ☐ Poor
If no, why not?
Did you find the information in the E-Newsletter helpful? ☐ Yes ☐ No
If yes, how was the information used?
If no, why not?
Suggestions for improvement of the E-Newsletter:
Other comments on the E-Newsletter:
3. PCEP Annual Grantee Meeting

Have you attended a PCEP Annual Grantee Meeting?		☐ Yes	☐ No		
If no, why not?					
If yes, how would you rate the PCEP Annual Grantee Meeting?	☐ Excellent	☐ Good	☐ Fair	☐ Poor	
Did you find the information presented at the annual grantee meeting(s) you attended helpful?		☐ Yes	☐ No		
If yes, how was the information used?					
If no, why not?					
Suggestions for improvement of PCEP Annual Grantee Meeting:					
Other comments on the PCEP Annual Grantee Meeting:					
4. Technical Assistance Workshops					
Have you attended a Technical Assistance Workshop? (i.e., evaluation symposium, evaluation workshop CA or GA)		☐ Yes	☐ No		
If no, why not?					
If yes, how would you rate the TA Workshop (s)?	☐ Excellent	☐ Good	☐ Fair	☐ Poor	
Did you find the information and resources presented at the TA workshop (s) helpful?		☐ Yes	☐ No		
If yes, how was the information and resources used?					
If no, why not?					
Suggestions for improvement of TA Workshops:					
Other comments on TA workshops:					

Thank you for your input!

SUBMIT BUTTON