

Schedule of Activities
2019-2020 California cohort

Activity	Evaluation coordinator	Supervisor	Evaluation team members
November 2019			
Participate in Kickoff Institute (Monday 11/4 and Tuesday 11/5)	•	•	•
Develop data collection instruments	•		•
December 2019			
Participate in coaching call to get feedback on instruments	•		•
Test and revise instruments	•		•
Participate in virtual group discussion (Wednesday 12/18, 1:00-2:00)	•	•	•
January 2020			
Plan data collection	•		•
Participate in coaching call about managing evaluation coordinator positions		•	
Participate in virtual group discussion (Thursday 1/16, 3:00-4:00)	•	•	•
February 2020			
Collect data	•		•
Participate in coaching call to troubleshoot data collection	•		•
Participate in virtual group discussion (Wednesday 2/19, 12:00-1:00)	•	•	•
March 2020			
Analyze data	•		•
Participate in coaching call to support data analysis	•		•
Participate in virtual group discussion (Thursday 3/19, 12:00-1:00)	•	•	•
April 2020			
Identify findings and determine action steps	•	•	•
Participate in coaching call about findings and next steps	•	•	•
Participate in virtual group discussion (Thursday 4/16, 2:00-3:00)	•	•	•
May 2020			
Participate in Wrap-Up Institute (Monday 5/18 and Tuesday 5/19)	•	•	•
Share findings with library staff	•	•	•
Take action based on findings	•	•	•
June 2020			
Interviews with external evaluator	•	•	•