

CONVERSATIONS IN THE DISCIPLINES

Evaluation Report

The Conversations in the Disciplines Program requires the submission of an evaluation report within 60 days of the completion of the "Conversation." There is no official Evaluation Report form. However, in filing your report, please follow the outline below.

SECTION I

- A. Conservation Title
- B. Date Conversation Held
- C. Project Director and Collaborators:
(Name, academic rank, department, campus)
- D. Budget -
 - 1. Amount Awarded
 - 2. Support From Other Sources - Name of sources
 - 3. Expenditures (itemize) Grant Support Other Support

SECTION II

- A. Evaluation of Conversation by Project Director or individual charged with completing the report.
 - 1. Objectives of Conference
 - 2. Format of Conference
 - 3. Attainment of Goals - Conclusions Drawn
 - 4. Problem/Difficulties Encountered
 - a. Major Problems
 - b. Minor Problems

CONVERSATIONS IN THE DISCIPLINES
Evaluation Report Outline - Page 2

5. Participation
 - a. Number of Participants
 - b. Main Speakers - Panelists
 - c. Institutions/Colleges/Businesses Represented
- B. Comments by Other Planners (If conference evaluations were done, do not forward the conference evaluations themselves, please forward a **SUMMARY ONLY**.)
- C. Comments by Participants (Please do not forward conference evaluation sheets if used.)
- D. List of Publications, Articles, Videotapes Resulting from Conference
- E. Attach copies of Publicity materials, programs, agenda, and other documents which relate to the Conversation. Also attach at least one copy of any proceedings or publications which result from the Conversation.

SECTION III

Signatures Required:

Project Director

Department Chair

Campus President (or designee)

E-mail: Catherine.Regan@SUNY.edu

Send to: Dr. Catherine Regan, Program Coordinator
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