

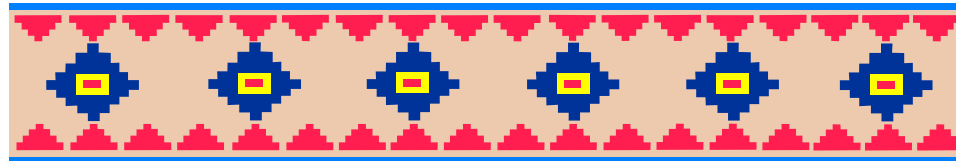
IEC Goals & Objectives Workshop

National Johnson O'Malley Association

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Goals are where we want to be.



Objectives are the steps we take to get there.

Annual Needs Assessment Summary

- Each Indian Education Committee is required by federal regulations to conduct the needs assessment process on an annual basis.
- As an IEC member, the responsibility for developing, printing, distribution and compiling of the results lies with the entire JOM IEC committee.





Assessment Guidelines

1. Decide survey design. Surveys should include either yes/no type questions, written comments, or selective ranking, etc. This design should be reviewed annually for any necessary changes.
2. Determine what questions and items will be used. Remember that your Title VII program may already be addressing one or more of your needs assessment items.
3. Obtain objective information to document the existence of the identified need items.
4. Decide effective distribution method. Look at previous methods and initiate the most successful.
 - A. Mail or e-mail
 - B. Telephone
 - C. Door to Door
 - D. Student hand delivery
5. Collect the returned survey results and prioritize according to needs ranked highest.

6. Determine which prioritized needs will be addressed in your JOM program. Remember that the application budget should reflect the program results.
7. Set time lines for each step of the Needs Assessment process and submission deadlines for effective time management.
 - IEC review of needs assessment survey to be used
 - Set distribution date of needs assessment survey at **least 2 months prior to JOM application deadline**
 - Deadline for submission of surveys distributed
 - Date set for tallying responses and prioritizing needs
 - Preparation date for JOM program application utilizing the prioritized needs in addressing the education goals and objectives

Example JOM Needs Assessment Survey

1. PLEASE CHECK BELOW ANY NEEDS THAT SHOULD BE PROVIDED THROUGH THE JOM PROGRAM TO NATIVE AMERICAN STUDENTS.

- A. Tutoring: Elementary___ Secondary___
- B. Indian Cultural Programs
- C. Math/Science Improvement
- D. Reading/Language Improvement
- E. School Supplies
- F. Career Counseling or Higher Education Options
- G. Educational Support (list)_____
- H. Other Suggestions:_____

2. SELECT YOUR CHOICE OF THE THREE (3) MOST IMPORTANT NEEDS LISTED ABOVE

- 1. _____
- 2. _____
- 3. _____

3. HOWDO YOU THINK YOUR JOM FUNDS COULD BE USED TO ENABLE NATIVE AMERICAN STUDENTS TO EQUALLY PARTICIPATE IN ANY SCHOOL ACTIVITIES?

4. PLEASE CHECK THE CATEGORY THAT BEST DESCRIBES YOU:
_____ PARENT/GUARDIAN _____ IN LOCO PARENTS

PLEASES COMPLETE AND RETURN BY:_____

Needs Assessment Check List

1. Why have a Needs Assessment?

- Direction of Program (Objectives) and Parent Committee.
- To write the goals and objectives under the education plan of each new JOM application.

2. How to develop a Needs Assessment Survey

- Borrow forms from other JOM Programs.
- “Fine tune” with your community/Native American population/School.
- Keep up with changes in opinions and within your community.



3. When should you send out?

- At least two months prior to the JOM application deadline.

4. Who should complete the survey?

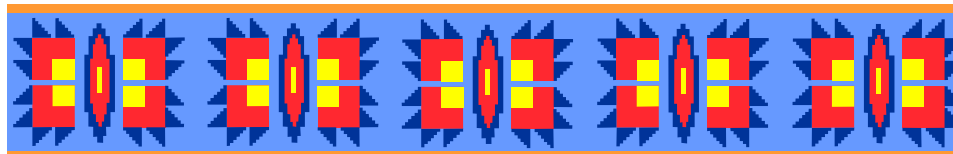
- The parents of eligible JOM students attending school in their respective school/district.
- Students, school administrators and teachers may complete one, but they should be kept and compiled separately from the parent surveys. By federal regulation, PARENTS HAVE THE GREATER VOICE.

5. How to use the information?

- Compile the information (staff and/or IEC).
- Rate and prioritize answers according to importance selected.
- Report findings at the Parent Committee (IEC) meeting.
- Compare with budget. Make sure there is no overlap of services with another program.
- Write goals and objectives based on the prioritized top three (recommended number) items selected on the Needs Assessment survey.

6. Use incentives to have a greater return on your Need Assessment.

- Your program budget allows for incentive purchases in the IEC budget.



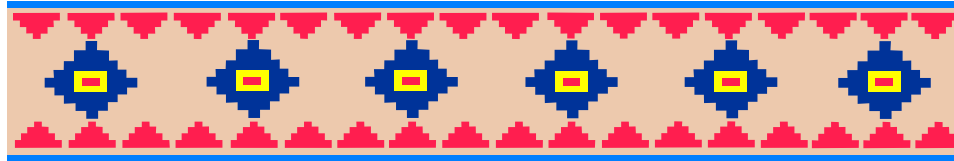
Sample Goal and Objectives

PARTS OF A PERFORMANCE OBJECTIVE

A well constructed objective will say the same thing to everyone and show the same outcome. In other words, no surprises!

To ensure that everyone is fairly together in this idea, a performance objective should include the following four parts:

- **** **WHO** relates to the person to perform the activity?
- **** **WHAT** is to be known and done?
- **** **WHEN** relates to a specific point in time when something will have been learned or completed.
- **** **HOW** will it be measured relates to assessment techniques.



EXAMPLE 1:

In school X, it is identified that during the school year the Native American high school students had an absenteeism rate of 25% as compared to 7% for the other high school students. The Indian Education Committee is concerned about the absenteeism rate and indicates a desire to reduce the rate by at least 10%

OBJECTIVE:

The current year absenteeism rate of 25% for Native American high school students will be reduced by 10% by...(end of school; semester; etc.,) JOM staff will identify and offer incentives for students to attend class.

Analysis:

The Committee's intent to reduce the absenteeism rate is clear and the time frame for the objective is met. Now a program can be developed to reduce the rate of absenteeism.

EXAMPLE 2:

The needs assessment results indicate the importance of providing basic school supplies to eligible students.

OBJECTIVE:

100% of JOM students will be provided the opportunity to begin the school year with basic supplies. Distribution dates and times will be published in the local newspaper, Muscogee Nation News and newsletters.