



VCE Master Gardener Coordinator Manual Evaluation

I. Background Information

1. Please circle your position title:

- 1 LOCALLY PAID, AGENT COORDINATOR
- 2 LOCALLY PAID, NON-AGENT COORDINATOR
- 3 VOLUNTEER COORDINATOR
- 4 STATE-FUNDED AGENT
- 5 OTHER

2. Are there other resources that you need as a MG coordinator? Circle your answer.

- 1 YES
- 2 NO

If yes, please list:

3. Please evaluate the following components of the *VCE Master Gardener Coordinator Manual*. Circle the appropriate score.

Circle a score on the scale:

HARD TO READ	1	2	3	4	CLEAR
TOO SMALL	1	2	3	4	TOO LARGE
TOO SHORT	1	2	3	4	TOO LONG
NOT ENOUGH	1	2	3	4	TOO MANY
HARD TO UNDERSTAND	1	2	3	4	CLEAR
	1	2	3	4	
	1	2	3	4	
	1	2	3	4	
	1	2	3	4	
	1	2	3	4	

Characteristic

Font	_____
Type Size	_____
Length of Topic/Chapter Discussions	_____
Samples from Other MG Units	_____
Recommended Procedures	_____
Other (Please Specify)	_____

II. Tell us about the content of the *VCE Master Gardener Coordinator Manual*.

1. Please evaluate whether or not each chapter's content effectively covers the chapter by circling the appropriate score. 1 = does not cover topic, 4 = effectively covers topic

1	2	3	4	Chapter 1 • The Local MG Coordinator
1	2	3	4	Chapter 2 • Virginia Tech Affiliation
1	2	3	4	Chapter 3 • Getting Started for the First Time
1	2	3	4	Chapter 4 • Designing and Implementing Educational Programs
1	2	3	4	Chapter 5 • VCE Publication 426-699 Welcome to Virginia Master Gardening!
1	2	3	4	Chapter 6 • Establishing Responsibilities of Master Gardeners
1	2	3	4	Chapter 7 • Developing MG Skills and Knowledge
1	2	3	4	Chapter 8 • Recruiting and Selecting Prospective VCE Master Gardeners
1	2	3	4	Chapter 9 • Training: Preparing VCE MGs for Their Jobs
1	2	3	4	Chapter 10 • Ensuring Continued Growth
1	2	3	4	Chapter 11 • Promoting VCE MG Programs
1	2	3	4	Chapter 12 • Managing Resources
1	2	3	4	Chapter 13 • Evaluating the MG Program
1	2	3	4	Chapter 14 • Record Keeping and Reporting

2. For chapters that you rated 2 or lower, please identify in your opinion what information is missing.
CHAPTER MISSING INFORMATION

3. 1 YES 2 NO Is the organizational structure of the *VCE Master Gardener Coordinator Manual* effective?
What changes might you suggest?

4. 1 YES 2 NO Any subjects **not** addressed in the *VCE Master Gardener Coordinator Manual*?
If yes, what subjects are missing?

5. 1 YES 2 NO Do you have materials that you use locally that you feel would make a good sample or example?
(If so, please forward with this evaluation.)

III. Now, tell us how you have used the *VCE Master Gardener Coordinator Manual*.

1. 1 YES 2 NO Have you used any of the information or implemented any of the ideas or suggestions in the *VCE Master Gardener Coordinator Manual*?
If yes, what are the most important to you (list up to 3)?

2. 1 YES 2 NO Has the information in the *VCE Master Gardener Coordinator Manual* changed the way you manage the local MG program?

If yes, how? Please specify up to 3 ways.

3. What effect has the *VCE Master Gardener Coordinator Manual* had on your understanding of the goals and mechanisms of the MG program?

- 1 INCREASED
- 2 DECREASED
- 3 STAYED THE SAME
- 4 OTHER _____

If appropriate, give example:

4. What effect has the *VCE Master Gardener Coordinator Manual* had on time spent in planning and structuring MG programs?

- 1 INCREASED
- 2 DECREASED
- 3 STAYED THE SAME

If increased, what do you do additionally or differently?

If decreased, what have you eliminated or do differently?

5. What effect has the *VCE Master Gardener Coordinator Manual* had on developing leadership and responsibility among MG volunteers?

- 1 INCREASED
- 2 DECREASED
- 3 STAYED THE SAME
- 4 OTHER _____

6. What effect has the *VCE Master Gardener Coordinator Manual* had on development of community educational programs that MG implement in the community?

- 1 INCREASED
- 3 DECREASED
- 3 STAYED THE SAME
- 4 OTHER _____

7. Has the *VCE Master Gardener Coordinator Manual* been useful in clarifying the MG program, policies, and responsibilities to (circle 1 for YES and 2 for NO):

<u>Y</u>	<u>N</u>		<u>Y</u>	<u>N</u>	
1	2	LOCAL VCE CLERICAL STAFF	1	2	DISTRICT DIRECTOR
1	2	UNIT COORDINATOR	1	2	LOCAL OFFICIALS
1	2	ENV. HORTICULTURE AGENT	1	2	MG ASSOCIATIONS
1	2	FCS AGENT	1	2	MG ASSOCIATION OFFICERS
1	2	4-H AGENT	1	2	MG PARTICIPANTS (TRAINEES, VETERANS, ETC.)
1	2	EXTENSION LEADERSHIP COUNCIL (ELC)	1	2	OTHER (PLEASE EXPLAIN)

IV. Finally, tell us what you think is important about Master Gardener program management.

1. How important do you feel these topics are to Master Gardener program management? For each chapter topic of the *VCE Master Gardener Coordinator Manual*, please circle your score. 1 = not at all important, 4 = very important

1	2	3	4	Chapter 1 • The Local MG Coordinator
1	2	3	4	Chapter 2 • Virginia Tech Affiliation
1	2	3	4	Chapter 3 • Getting Started for the First Time
1	2	3	4	Chapter 4 • Designing and Implementing Educational Programs
1	2	3	4	Chapter 5 • VCE Publication 426-699 Welcome to Virginia Master Gardening!
1	2	3	4	Chapter 6 • Establishing Responsibilities of Master Gardeners
1	2	3	4	Chapter 7 • Developing MG Skills and Knowledge
1	2	3	4	Chapter 8 • Recruiting and Selecting Prospective VCE Master Gardeners
1	2	3	4	Chapter 9 • Training: Preparing VCE MGs for Their Jobs
1	2	3	4	Chapter 10 • Ensuring Continued Growth
1	2	3	4	Chapter 11 • Promoting VCE MG Programs
1	2	3	4	Chapter 12 • Managing Resources
1	2	3	4	Chapter 13 • Evaluating the MG Program
1	2	3	4	Chapter 14 • Record Keeping and Reporting

2. On a scale of 1 to 4, indicate how helpful these tools are in assisting you, the coordinator, to better structure the local MG program. Circle your answer. 1 = not at all helpful, 4 = very helpful

1	2	3	4	VCE Master Gardener administrative web site
1	2	3	4	<i>VCE Master Gardener Coordinator Manual</i>
1	2	3	4	Master Gardener coordinator training sessions
1	2	3	4	Follow-up consultation with State MG Coordinator and/or Extension Specialist

3. Please list the five (5) most important Master Gardener program management issues in your opinion and indicate whether or not you feel they were adequately addressed in the *VCE Master Gardener Coordinator Manual*.

1.

2.

3.

4.

5.