

## HEP Steering Committee Evaluation – 2005

Please complete the following questions to the best of your ability. All surveys will be kept confidential. Your name will not appear on the survey and the information will only be reported in aggregate form.

1. When did you become a member of the HEP Steering Committee? *Please circle the appropriate year.*

2000                      2001                      2002                      2003                      2004                      2005

2. What was your motivation for joining the HEP Steering Committee? *Please describe.*

---

---

---

---

---

3. In which of the following ways have you participated in HEP activities? *Please check all that apply.*

Workgroups, *include:*

COEP  
Feedback forms  
NOC  
Nutrition  
Grant writing

Volunteer activities, *includes*

Biomarker site preparation

Dissemination Efforts, *includes*

Co-presenter at conferences, cross-site meetings,  
or community forums

Co-author on scientific articles

Help organize or implement community forums or  
other dissemination opportunities

Subcommittees, *includes*

Survey  
Biomarker

Other, *please specify*

---

---

4. Have you been able to participate in the HEP Steering Committee as much as you would like?

Yes

No, I have not been able to participate as much as I would like

5. When you do not attend meetings, what are the major reasons? *Please check all that apply.*

Meetings scheduled at times I was unable to come

Family responsibilities

Work responsibilities

Other, *please describe* \_\_\_\_\_

5b. Please discuss what, if anything, might enable you to participate more

---

---

6. Do Steering Committee members adequately represent the communities they serve?

Yes

No, *please elaborate* \_\_\_\_\_

The following questions ask you to assess how well HEP is following the principles of Community Based Participatory Research (CBPR) that we have agreed to as a group. Please indicate the extent to which you feel HEP has followed the principles of CBPR by circling the appropriate number: Poor 1, Fair 2, Well 3, Excellent 4.

	<u>Poor</u> <b>1</b>	<u>Fair</u> <b>2</b>	<u>Well</u> <b>3</b>	<u>Excellent</u> <b>4</b>
<b>To what extent has HEP:</b>				
7. Addressed local concerns in ways that benefit the community.	1	2	3	4
8. Enhanced understanding of issues that affect the community.	1	2	3	4
9. Enhanced the capacity of partners.	1	2	3	4
10. Strengthened collaboration among community-based organizations, public health agencies, health care organizations, and educational institutions.	1	2	3	4
11. Produced and disseminated information and/or findings to community members in clear language respectful to the community and in ways that will be useful for developing plans that will benefit the community.	1	2	3	4
12. Followed the norms of partnership (fostered mutual respect, open communication, and equitable decision making).	1	2	3	4
13. Provided opportunities for co-authorship and co-presentation of HEP activities and findings.	1	2	3	4
14. Acknowledged the contribution of partners in presentations and publications.	1	2	3	4
15. Followed the agreed upon rules for confidentiality of data (ex: data is stored in an appropriate manner, etc).	1	2	3	4

16. What aspects of the CBPR process in HEP are you most pleased with? *Please describe (ex: collaborative nature of decision-making)*

---



---



---

17. What, if any, of the aspects of the CBPR process in HEP would you change? *Please describe.*

---



---



---

Please indicate your level of agreement with the following statements by circling the appropriate letter as to whether you: Strongly Disagree SD, Disagree D, are Neutral N, Agree A, or Strongly Agree SA with the statement.

	<u>SD</u>	<u>D</u>	<u>N</u>	<u>A</u>	<u>SA</u>
18. I am generally satisfied with the activities of the HEP Steering Committee.	SD	D	N	A	SA
19. I am generally satisfied with the progress of Healthy Environments Partnership (HEP).	SD	D	N	A	SA
20. Steering Committee meetings are well organized.	SD	D	N	A	SA
21. I am satisfied with the processes used to make decisions within the HEP Steering Committee.	SD	D	N	A	SA
22. The Steering Committee works effectively together.	SD	D	N	A	SA
23. The Steering Committee is able to address problems that arise effectively.	SD	D	N	A	SA
24. There is appropriate follow up on decisions made in Steering Committee meetings.	SD	D	N	A	SA
25. Staff provide adequate support for the HEP project.	SD	D	N	A	SA
26. HEP Steering Committee members respect one another.	SD	D	N	A	SA
27. I feel comfortable in expressing my point of view at HEP Steering Committee meetings.	SD	D	N	A	SA
28. I feel comfortable disagreeing with other members' views.	SD	D	N	A	SA
29. I feel accountable for decisions the group makes.	SD	D	N	A	SA
30. Certain individual's opinions get weighed more than others.	SD	D	N	A	SA
31. One person or sub-group dominates the HEP Steering Committee meetings.	SD	D	N	A	SA
32. The Steering Committee is able to resolve conflicts effectively where they arise.	SD	D	N	A	SA

33. In your opinion, what if any, are the major points of conflict or disagreement within the Steering Committee? *Please describe.*

---



---



---



---

Please indicate to what extent you agree with the following statements. Circle the letters corresponding to whether you: Strongly Disagree SD, Disagree D, are Neutral N, Agree A, or Strongly Agree SA with the statement.

- |  | <u>SD</u> | <u>D</u> | <u>N</u> | <u>A</u> | <u>SA</u> |
|--|-----------|----------|----------|----------|-----------|
| 34. I am comfortable with what I have been asked to do as a member of the HEP Steering Committee.  | SD        | D        | N        | A        | SA        |
| 35. I feel that I am an important part of the HEP Steering Committee.  | SD        | D        | N        | A        | SA        |
| 36. I feel that my comments help influence decisions made by the HEP Steering Committee.   | SD        | D        | N        | A        | SA        |
| 37. My abilities and talents are well used by the HEP Steering Committee.  | SD        | D        | N        | A        | SA        |
| 38. I have opportunities through the HEP Steering Committee to participate in work that I find interesting.  | SD        | D        | N        | A        | SA        |
| 39. Has your participation on the HEP Steering Committee benefited your organization/agency in any of the following ways? <i>Please check all that apply</i> |           |          |          |          |           |
| <input type="checkbox"/> Increased my organization's visibility within the community   |           |          |          |          |           |
| <input type="checkbox"/> Enhanced my organization's ability to work in the community   |           |          |          |          |           |
| <input type="checkbox"/> Increased my organization's capacity to work together with others to understand community concerns                                  |           |          |          |          |           |
| <input type="checkbox"/> Other, <i>please describe</i> .   |           |          |          |          |           |

---



---



---

40. In what ways, if any, has your participation on the HEP Steering Committee benefited the community you represent? *Please describe:*

---



---



---



---



---

41. Has your participation on the HEP Steering committee benefited your professional and/or personal development in any of the following ways? *Please check all that apply.*

- Increased my knowledge of the links between social and physical environments and health
- Increased my skill base, *please explain* \_\_\_\_\_
- Facilitated interaction with peers or other organizations in the community
- Enhanced my ability to participate in research
- Other, *please describe*.

---



---

42. What challenges, if any, has the HEP Steering Committee faced in reaching its goals? *Please describe.*

---

---

---

---

---

---

---

---

43. What do you hope HEP will accomplish in the coming year? *Please describe.*

---

---

---

---

---

---

---

---

44. What, if any, are your concerns about HEP? *Please describe.*

---

---

---

---

---

---

---

---

45. Are there any other comments you wish to share?

---

---

---

---

---

---

---

---

Thank you for your time and help. If you have any questions or concerns please contact:

**Shevon Harvey**  
734-936-1189  
shevon@umich.edu

**Sheryl Weir**  
734-615-2695  
ssweir@umich.edu