ASSESSMENT GRANT PROGRAM

Fall 2013 Call for Proposals

Proposal deadline: November 1, 2013

Saint Mary’s College of California
Office of Institutional Research
9/2/2013
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The Office of the Provost and the Office of Institutional Research are pleased to announce the continuation of the Assessment Grant Program, which supports activities to assess student learning in degree-granting programs. A maximum award of $5,000 will be granted to faculty members to establish and/or advance a program’s assessment process. Proposals are due by Friday, November 1, 2013.

Eligibility

The project must be led by a full-time faculty member who is assigned to or affiliated with the department that offers the degree program. All applicants must submit a letter of support from the appropriate department chair/program director stating a commitment to continue the assessment initiative after the funding period.

Programs previously funded by the Assessment Grant Program are not eligible.

Proposal Development

We encourage applicants to design their project in a way that meets the particular needs, style, culture, and goals of the targeted program and is in alignment with the program’s current program review action plan. Each proposal should describe how the department will carry out at least one assessment cycle. This includes: review of learning outcomes, assessment of at least one outcome through the collection and analysis of student learning evidence, and use of the results for improving student learning. Programs will have approximately 15 months to complete this cycle.

Selection Criteria

The following criteria will be used to evaluate proposals:

- Faculty status: Project Director is a full-time faculty member.
• Learning Outcomes: Proposal includes a plan for reviewing program learning outcomes for relevance and accuracy.

• Assessment Methods: Proposal describes assessment methods to be used and includes at least one direct measure of student learning.

• Use of Assessment Results: Proposal describes how assessment results will be reviewed and used by faculty involved in the program for the improvement of student learning.

• Faculty Involvement: Proposal describes how faculty will be involved throughout the assessment process, particularly during the review and use of results for improvement.

• Sustainability: Proposal describes how the project’s assessment activities will become an ongoing part of the program. The proposal includes a letter of support from the department chair/program director. This letter may take the form of an email to Chris Procello.

• Timeline: The proposal includes a detailed timeline indicating when various activities will take place and who will conduct them.

• Budget: The proposal includes a budget that is appropriate for the project, does not exceed $5,000, and shows expected expenses for:
  • Project director stipend and
  • Other costs.

Use of Funds
All funds must be used for assessment-related activities. Proposals should divide these activities into two funding issues: Project director stipend and other costs. Project directors may request up to $3,000 for their stipend.

Applicants may request up to $2,000 for other costs. The following items are examples of appropriate expenses besides the stipend:

• Expenses for a department retreat on assessment in the major;
• Purchase or licensing of a commercially-available assessment instrument;
• Payment for readers to assess student work samples;
• Purchase of assessment books or other resource materials; and
• Incentives for student participation in assessment activities.

Obligations
• Use the funds exclusively for expenses directly related to the assessment of student learning. All funds must be spent by February 2, 2015.
• Meet at least once a semester with other grantees to share progress and learn from others.
• Be willing to share what you have learned through, for example, a workshop, panel discussion, or presentation.
• Submit a brief progress report (1 page) by May 1, 2014.
• Submit a final report (3 to 5 pages) by February 2, 2015. In addition to describing the project and its accomplishments/findings, a description of how the assessment process will be continued beyond the funding period must be included. This report will be made available to the campus community.

Proposal Submission
Proposals should be submitted via Google Docs:
http://tinyurl.com/lkxaaf4

*Interested faculty are strongly encouraged to contact the Office of Institutional Research as they craft their proposal.* Contact Chris Procello at cap8@stmarys-ca.edu or x4875 for additional information.