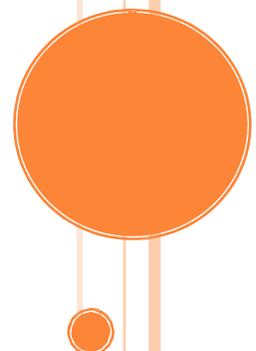


# ASSESSMENT GRANT PROGRAM

## *Spring 2014 Call for Proposals*

Proposal deadline: September 1, 2014

University of California, Irvine  
Division of Undergraduate Education  
(Rev. 6/01/2014)



# ASSESSMENT GRANT PROGRAM

## *Spring 2014 Call for Proposals*

The Dean of the Division of Undergraduate Education (DUE) is pleased to announce the continuation of the Assessment Grant Program, which supports activities to assess student learning in undergraduate majors and in the general education program. The maximum award will be \$10,000. Proposals are due Monday September 1, 2014.

### **Purpose**

The purpose of the program is to provide funding for a Senate faculty member to either (1) advance his/her department's assessment program for an undergraduate major or (2) develop an assessment program for one of the general education learning outcomes. An assessment program includes the development of student learning outcomes, assessment of those outcomes using direct measures of learning, and use of the results to improve teaching and learning.

### **Eligibility**

If the proposal is to advance an assessment program for an undergraduate major, then the project must be led by a Senate faculty member who is a core member of or affiliated with the department that offers the undergraduate major. If the proposal is for a general education outcome, then the project must be led by a Senate faculty member who teaches a course in the same general education category. *Faculty previously funded by the Assessment Grant Program are now eligible; however, these proposals must reflect a significant extension of their existing assessment program or the implementation of an innovation.*

All applicants must submit a letter of support, stating a commitment to continue the assessment initiative after the funding period. In the case of projects advancing assessment within an undergraduate major, a letter from the department chair is

required. In the case of projects initiating assessment within the general education program, a letter from the Dean of the Division of Undergraduate Education is required.

### **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. Each proposal should describe how the department, or faculty focusing on general education, will carry out at least one assessment cycle. This includes development 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. Your proposal should include the following sections, each clearly delineated with a section heading: (1) abstract of 100 words or less; (2) learning outcomes; (3) assessment methods; (4) use of assessment results; (5) faculty involvement; (6) sustainability; (7) timeline and (8) budget. The next section describes what should be included in these sections.

### **Selection Criteria**

The following criteria will be used to evaluate proposals:

- Faculty status: Project Director is a Senate faculty member.
- Learning Outcomes: Proposal includes a list of well-developed learning outcomes or a clear plan for improving existing learning outcomes based on the collection, analysis, and use of student learning evidence.
- 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 undergraduate 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 major or general education program. The proposal includes a letter from the Department Chair in the case of department-focused initiatives or a letter from the Dean of DUE in the case of general education-focused initiatives indicating commitment for continuing the assessment program after the grant ends.
- **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 and shows expected expenses for:
  - Salaries (e.g., project director, other faculty, staff, stipends for readers); **If funds are used for salaries, please note that expenses for benefits should be included.**
  - Travel (e.g., attendance at an assessment conference);
  - Assessment materials (e.g., resource materials, copies of student work, purchase of an assessment tool, survey development); and
  - Other costs.

### **Use of Funds**

All funds must be used for assessment-related activities. The following items are examples of appropriate expenses:

- Course release time or summer funding for lead faculty;
- Expenses for a department retreat on assessment in the major;
- Purchase or licensing of a commercially available assessment instrument;
- Payment for readers to evaluate student work samples;
- Purchase of assessment books or other resource materials; and
- Incentives for student participation in assessment activities.

Please note that *no equipment* may be purchased with these funds.

## Obligations

- Use the funds exclusively for expenses directly related to the assessment of student learning. All funds must be spent by September 1, 2015.
- Attend Division of Undergraduate Education-sponsored workshops on assessment.
- Meet regularly with other assessment grantees to share progress and learn from others.
- Be willing to share what you have learned, for example, through a DUE workshop, panel discussion, presentation, or resource that would be helpful to faculty and programs across campus.
- Prepare a 10-minute powerpoint presentation of your assessment work and present at DUE's annual Assessment Forum, to be held Spring 2015.
- Submit a brief mid-year progress report (1 page) by January 1, 2015.
- Submit a final report (3 to 5 pages) by September 1, 2015, which must include a section indicating how the assessment process will be continued beyond the funding period. Sample final reports can be found at:  
[http://www.assessment.uci.edu/assess/grant\\_program.asp](http://www.assessment.uci.edu/assess/grant_program.asp)

## Proposal Submission

Proposals should be emailed to Venette Van Duyn at [Vvanduyn@uci.edu](mailto:Vvanduyn@uci.edu).

Proposals are due Monday September 1, 2014.

You are welcome to contact DUE's Assessment, Research, & Evaluation Group as you craft your proposal. They are available to brainstorm about proposal ideas and, later, can provide consultation from the project initiation phase to the project closing phase. Contact Venette Van Duyn, Campus Assessment Coordinator, at [Vvanduyn@uci.edu](mailto:Vvanduyn@uci.edu) for additional information.