Request for Proposals:
Mini-Grants for Undergraduate Program Assessment of Student Learning

To help support undergraduate programs working to improve assessment of student learning, and university priorities for quality curriculum and instruction, the Office of Assessment for Curricular Effectiveness (ACE) is offering a mini-grant program. ACE will award assessment mini-grants of up to $500 each, to fund direct costs connected to program-level assessment.

Scope

Mini-grant projects should address one or more of the areas below:

A. **Systematic Assessment.** Assist programs in improving systematic program-level assessment of student learning. Mini-grants can help a program get through a bottleneck in assessment. Projects involve some part of the assessment cycle:

- Update appropriate, measurable learning outcomes at the program level
- Determine appropriate methods to assess/measure student learning toward the program-level learning outcomes
- Conduct assessment
- Analyze assessment data
- Prepare assessment results for discussion and use in decision-making

B. **Innovation.** Support an innovative approach to assessment, which contributes to the program's overall assessment plan. Projects may explore, develop and/or implement a proof of concept or pilot related to assessment measures or processes, or revise existing assessment in an innovative way that applies good practices.

C. **Faculty Development.** Support faculty professional development in program-level learning outcomes assessment. Projects may assess faculty needs or enhance faculty knowledge and application of good practices in assessment, for example, providing a faculty learning community or book group; workshop or other faculty professional development in assessment.

Other considerations: Projects should encourage development and/or implementation of sustainable good practice in program assessment, and must be approved by the chair (or program leadership) and the program's assessment coordinator.

Current areas of attention and need at WSU include:

- Direct measures of student learning
- Assessments that include online courses, students, and instructors
- Increasing faculty involvement in assessment
- Increasing multi-campus coordination in assessment

Information about previously funded projects is available on the ACE website: Examples of Past Assessment Mini-Grant Projects

Eligibility

- WSU faculty who are involved with the development, implementation, or use of undergraduate program-level student learning outcomes assessment are welcome to apply.

- Although proposals may be submitted by an individual faculty member, projects from program assessment committees or other collaborative groups are encouraged.

Award Requirements

Successful applicants will complete the following activities at the conclusion of the project:

- **Brief Report:** A brief final project report will be required for all awards, due within one year, using the Assessment Mini-Grant Final Report Template available online: Assessment Mini-Grant Final Report Template.

- **University Share-out:** Grant recipients may be invited to share the results of their project or process with others at WSU (e.g., on ACE's website or at a workshop or a panel sponsored by ACE).

Samples of Allowable Expenses/Activities

Equipment, Resources, or Materials (will belong to the dept. or program)

- Purchase of assessment-related resources or equipment (e.g., books, journals, etc.) for your department or program OR to use for a faculty learning community
- Purchase of assessment software or license or computer software or license to be used for program-level assessment of student learning, data collection, analysis, or display
- Costs of supplies for assessment activities

Assessment Measures (will belong to the dept. or program)

- Purchase of external, standardized assessment instrument or exam registration to explore or pilot a new measure, and/or related consulting

Professional Development

- Registration fees and/or travel expenses for an assessment conference, workshop, or similar professional development
- Costs for travel to another university to consult with colleagues about assessment procedures or strategies they have used and which your program is considering
- Stipend for assessment speakers, consultants/trainers, or professional development leaders

Wages or Stipends

- Student worker or timeslip employee to do data input or analysis (quantitative, qualitative), or to help with logistics of data collection or specific assessment projects/activities
- Other costs for 3rd party services related to data collection or analysis, such as costs to analyze results of an external exam; small project with SESRC or LPRC

Funding NOT for:

- Faculty or staff salaries or stipends; assessment in a course that's not related to program-level assessment; food or refreshments; gift cards or incentives; travel to a non-assessment conference; past implementation of assessment. All disbursement of funds must follow WSU and program/department policies and procedures. Responsibility to ensure compliance with policies and procedures is the awardees'.

Application Process

Applications will be accepted on a rolling-basis and applicants will be notified via email of the decision on the grant within 4 weeks of the application.

The application is available online: Assessment Mini-Grant Application Form

Review Criteria for Applications

Connection of project to an undergraduate degree program's assessment plan and needs, including:

a. Connection to systematic assessment, innovation, or faculty development in assessment

b. General utility or potential for further development of sustainable program-level student learning outcomes assessment

c. Feasibility of project and timeline

d. Addresses, directly or indirectly, one of the following areas of attention needed at WSU:

    - Direct measures of student learning

    - Assessments that include online courses, students, and instructors

    - Increasing faculty involvement in assessment

    - Increasing multi-campus coordination in assessment

e. Involvement of group of faculty

f. Availability of matching funds (if appropriate to the scope of the project)

For more information, contact ace.office@wsu.edu.