Assessment Planning and Development Grant

Grant Description: Saint Mary's assessment grants are designed to support faculty teams as they seek to reflect on and improve student learning. There are four types of support for which teams may apply.

I. *Assessment Plan Jumpstart*

These grants are intended for departments or programs whose faculty members are struggling to implement plans that make sense in the context of the discipline and that can be managed with reasonable amounts of ongoing effort. The initial plans have been developed; resources and support should enable the faculty to revise their plans by

- revising statements of outcomes for aspects of the department/program's curriculum
- developing or significantly revising curriculum maps
- determining criteria and strategies for determining the degree to which outcomes are met. (This includes the development of "benchmarks"--i.e. the level at which a given standard needs to be achieved. E.g. "80% of the students who present chemistry research projects are rated as "satisfactory" or better on their correct use of chemical terminology.")
- setting priorities for the implementation of assessment strategies
- planning on how they will use the feedback from that assessment.

II. *Assessment Plan Maintenance*

These grants are intended to support regular regrouping around assessment. Departments may choose to have an annual retreat or devote a substantial portion of such a retreat to assessment efforts such as

- reviewing benchmarks
- identifying, creating and/or revising direct and/or indirect assessments
- reviewing and evaluating student portfolios
- reviewing the results of student work
- determining how assessment results should be reported and used
- identifying program changes to be implemented based on assessment results

III. *Sophia Assessment Projects*

These grants are intended to support the development of direct assessment strategies by teams of faculty members, specifically interdisciplinary teams sharing responsibility for LO1 outcomes. (Women's Voices and LO3 outcomes will also be considered, especially as Sophia implementation progresses.)

All the work supported by departmental grants should incorporate the four-year liberal learning outcomes into their discussions of the major and/or minor. Additionally, departments/programs should attend to the six LO1 and LO2 sub-outcomes that are

partially fulfilled through the major (Integration –Synthesis, Critical Thinking, Writing Competence, Oral Competence, Problem-Solving and Information Literacy.)

Usually, faculty schedule a full-day retreat or two half-day retreats that may occur during either the summer or academic year.

IV. *Conference Attendance Proposals*

These grants are intended to support travel to
a) Assessment conferences (such as the Assessment Institute held annually at IUPUI) or
b) Pre-conference or stand-alone disciplinary workshops on assessment

Eligibility:
Jumpstart and *Maintenance:* All academic departments and/or programs. Preference will be given to departments, programs, and grant leaders who have not received a department/program assessment grant previously.
Sophia: Groups of faculty members who regularly teach courses within a given outcome area.

Time and Resource Commitment:
The department/program members commit to
● participating in a retreat for faculty to focus on the assessment of student learning as articulated in the departmental/program assessment plan
● following through during the year by implementing any changes decided on during the retreat
● becoming a resource to other departments/programs in the area of assessment of student learning in majors and minors.

The project leader will be responsible for
● meeting with a facilitator from the College's Assessment Committee to receive support in designing the one full-day or two half-day sessions
● communicating the preliminary design to the department chair or program director
● leading the retreat(s)
● carrying forward the plans developed at the retreat
● meeting with the Assessment Committee to discuss the results of and follow-up to the department or program's retreat(s). This meeting should be scheduled with the Assessment Committee in the semester following the retreat.
● providing a written report of the retreat and follow-up to the Dean of Faculty, with a copy to the Assessment Committee, within five months of the retreat.
● conveying the results of the subsequent implementation of the retreat to the department chair or program director for inclusion in a future assessment report.
Recipients of Travel Grants will be expected to provide a written report to the Dean of Faculty, copied to the Assessment Committee, within 30 days of returning to campus, describing what s/he learned and how the information will be used and disseminated on

campus.

Award and Stipend:
For the Jumpstart and Sophia grants, up to $500 may be sought for resources, including the provision of lunch and/or refreshments. Up to $200 per participant may be sought as a stipend to a maximum of $1000; it can be used to compensate the leader of the effort or divided among all the participants. It is assumed that the department chair or program chair/director/coordinator will serve as the leader for the Jumpstart projects; the Sophia project teams will need to identify a leader.

For the Maintenance grants, up to $500 may be sought for resources, including the provision of lunch and/or refreshments. No stipends will be provided.

Conference attendance grants up to $1000 may be used to cover the expense of an assessment conference or the *additional* expense of a workshop attached to a disciplinary conference.

Application deadline: Applications will be received on a rolling basis *through April 1, 2015* and awarded as available funding permits. The written application should be sent to Marianne Kanieski or Daniel Applegate, Co-chairs of the Assessment Committee.

Assessment Grant Application

This proposal is
        ___Jumpstart

        ___Maintenance

        ___Sophia

Faculty Leader_____

Chair Support_____
(required for Jumpstart or Maintenance proposals if the leader is not the chair.)

Application Proposal for Options I-III: The application should be written either by the faculty leader or by the faculty leader in collaboration with the chair or program director. Please include the contact information above and a response to each of the following:

a. identify the members of your department/program or team who are intending to participate in this retreat. *If this is a Jumpstart or Maintenance proposal, it is assumed that* entire department/program will attend; please explain any exigencies (e.g. sabbatical leaves) that may not allow this.

b. identify the faculty leader for the project and includes a brief description of the leader's current knowledge of and experience in the area of assessment of student learning.

c. describe the current state of assessment of student learning in your program(s) of study, especially the areas that you intend to improve through this retreat and subsequent work in the department. Since the project should help you to implement your assessment plan, please explain which parts of that plan, or which of the College's four-year liberal learning outcomes, your project will help you address.

d. explain what you hope your department or program will achieve through this retreat. How will this retreat help your department/program improve student learning? How will you know whether your efforts have been effective?

e. attach a budget indicating what funds are sought and how they will be spent.

Application Proposal for Conference Attendance
a. Conference details (sponsoring organization, title, focus)

b. Is this an add-on to a disciplinary conference or a free-standing assessment conference?

c. What do you expect to bring back to your assessment work as a result of attending this conference?

d. Please attach a proposed budget. If this is a pre-conference workshop, Assessment Grant funds can be used to cover the *additional* cost (beyond disciplinary conference registration) and additional night(s) lodging and meal costs.

Grants will be reviewed by the Assessment Committee, which will make recommendations to the Dean of Faculty. If you have any questions, please contact Marianne Kanieski or Dan Applegate.