

Please submit the application as a single electronic file to the
Assessment Committee chair/co-chairs

Program submitting proposal:

Program representative:

Other faculty/staff involved in the project:

PURPOSE

- To identify, formulate, and record measurable student learning goals
- To research or implement a methodology for measuring the attainment of educational goals. (Assessment techniques)
- To analyze and use assessment information to improve programs
- To add or increase the participation of all constituencies in the assessment process
- To improve record keeping and dissemination of assessment information

Amount requested:

Have you received an assesment grant in the past?

If so, when and for what project?

APPLICATION

Attach as a single electronic file, the proposal and the following information:

1. A clear description of the project
2. A description of how this assessment project fits into the departmental assessment program.
3. An explanation of how the proposed project
 - a. contributes to program improvement.
 - b. meets the requirement of objectivity, accountability and credibility
 - c. is likely to be used beyond the grant period
 - d. may be of wider value to other IU South Bend or IU programs.
4. A budget for the project, indicating estimated total costs and funding, if any, expected from other sources. [(Restrictions: Assessment grant money may not be used for hospitality, food, or incentives; it may not ordinarily to be used for purchasing equipment and computer hardware (when it is so approved, any equipment purchased will become the property of the academic department); nor may it ordinarily to be used to cover faculty or staff salary (including summer salary).]
5. An approximate timetable for project activities, including a completion date. (The grant must have a fiscal closing date.)
6. Letters of endorsement from
 - a. members of the department/division undertaking the project.
 - b. any other individuals whose support is essential to the project's success.

ASSESSMENT GRANT GUIDELINES

In order to promote the development of effective assessment strategies, activities and analysis, the IU South Bend Assessment Committee invites proposals for projects to be undertaken over the next year.

PURPOSES:

1. To provide some of the financial support necessary for departments/divisions to implement the assessment of student learning, analyze the results of assessment activities and implement program changes as the result of these activities.
2. To encourage departments/divisions which do not have an assessment plan, or have an outdated assessment plan, to research and establish a plan.

ELIGIBILITY:

1. **Who may apply?** Any IU South Bend academic program(s) may apply. Given the programmatic nature of assessment, applications from individual faculty members without the support of their department will not be considered. Full-time, part-time or adjunct faculty may be the primary grant recipient.
2. **What sorts of projects may be funded?** For previous grant projects and final reports please see the assessment website
 - a. Projects to identify formulate and record measurable educational goals, (including general education goals.) Examples include:
 - Departmental planning retreats, (grants can not cover food or hospitality costs)
 - Attendance at an assessment conference
 - Research assistance
 - b. Projects to research or implement a methodology for measuring the attainment student learning goals. Examples include:
 - Attendance at an assessment conference
 - Attending a workshop or bringing in an outside expert on an assessment technique
 - Software and special equipment essential for implementing a new assessment technique. (All equipment will become the property of the department after the grant period.)
 - Data entry, statistical analysis.
 - c. Projects to analyze and use assessment information to improve programs. Examples include:
 - Student advising and assessment databases
 - Data entry and analysis
 - Faculty training and retreats on assessment
 - Assessment books and software
 - d. Projects to increase the participation of constituencies. Examples include:
 - Student, alumni and employer surveys
 - Focus groups
 - e. Record Keeping. Examples include:
 - Assessment database development
 - Assessment website development
 - Assessment newsletter and promotional material development
3. Assessment grants will be given on a year by year basis, so consideration should be given to the sustainability of ongoing projects.
4. All assessment grant proposals will be submitted for IRB approval. If you have any questions about IRB procedures, please contact Erika Zynda, (x4181.)

LIMITATIONS:

1. Grants will be limited to a maximum of \$3000 for a single project; there is no minimum amount. The committee may exceed the \$3000 limit in the case of projects of exceptional merit which cannot be undertaken without a higher level of funding.
2. Unless otherwise stated in the award letter, assessment grants are to be used within the stated closing date of the grant award. Applications for projects requiring longer than one year for completion should indicate this fact clearly. Funds unused at the expiration of the award period will revert to the Assessment account, unless an extension is approved by the Assessment Committee and the Associate Vice Chancellor for Academic Affairs.
3. A brief written report describing the outcome of the grant project, and ways that grant results are being shared with faculty, students, IU South Bend and the wider scholarly community is to be submitted to the Assessment Committee within one month of the closing date of the project. The committee also requests a presentation of the report at the annual Faculty Research/Creative Activity Celebration.