## 2019 WSU Program Assessment Grant Program

## Program Assessment Grant Goals and Parameters:

To promote best practices in program-level assessment of student learning outcomes and student services programs’ goals, the Office of the Provost invites Wayne State University faculty and staff to submit proposals to improve their program’s assessment efforts. One-time funds are available to assist in the piloting, creation, or significant revision of a program’s assessment instruments or process, or to obtain professional development in program assessment.

Priority goes to proposals with multiple active participants that introduce innovative or experimental approaches to direct assessment or improved practice in student learning outcomes or student services program goals assessment at the program level, especially those that might serve as models for other programs. Both academic and student services programs are eligible to apply.

Funding is available for six program assessment grants for a maximum of $3000 each for the AY19-20 grant year. Acceptable uses of funds include:

* Professional development (e.g., books, fees for webinars, conference attendance, invited speakers)
* Course release time/buy-out
* Salary (for a research assistant, student assistant, faculty, staff)
* Piloting of tools (e.g., commercial tests).

No more than one project per department/unit will be funded in a given grant year. Four years must elapse before a grantee-program may apply for further funding through this program.

Grantees must be WSU employees for the duration of the grant period (September 1, 2019 through August 31, 2020) in an academic or student services program that participates or is willing to participate in annual program assessment reporting in Compliance Assist.

All expenses must adhere to the WSU expense policies and procedures (see [Administrative Policies and Procedures Manual](https://policies.wayne.edu/appm/1-3-1-expense-guidelines)). **Please note that funds will not be renewed beyond the grant period.**

## Proposal Process:

Complete the form below and submit by email to the WSU Director of Assessment and co-chair of the University Assessment Council, Cathy Barrette (c.barrette@wayne.edu), **by May 15, 2019.** Proposals will be reviewed by the University Assessment Council and additional faculty and staff volunteers using the rubric posted.

Reviewing the rubric and descriptions of previously funded projects on the [grant program website](https://wayne.edu/assessment/grants/#Grant%20recipients%202018) before submitting a proposal is highly encouraged.

Programs will be notified of a decision by **August 15, 2019**.

## Grant Requirements:

*Submit all information to WSU Director of Assessment and co-chair of the University Assessment Council, Cathy Barrette (**c.barrette@wayne.edu**).*

|  |  |
| --- | --- |
| **Due date** | **Activity** |
| February 3, 2020 | Submit a 1-2 page midpoint report of progress. |
| August 31, 2020 | All grant activities must be complete. |
| September 30, 2020 | Submit a final report of all grant-related activities. The report will be publically posted on the [WSU Assessment website](https://wayne.edu/assessment/).  |
| September 30, 2020 | At least one member of the project team must coordinate with the WSU Director of Assessment, Cathy Barrette (c.barrette@wayne.edu) to schedule a public presentation of the work accomplished with the grant. |
| April 30, 2021 | Last possible day to give the public presentation. |

NB: Grant funds will be disbursed in two stages: initial funds (2/3 of award) and final funds (1/3 of award). ***Final disbursement of funds will only be made once the midterm report, final report, and public presentation are complete. Funds will be forfeited after April 30, 2021.***

## Support for the proposal process:

Consultants are available to help applicants develop an appropriate proposal. Contact the WSU Director of Assessment and co-chair of the University Assessment Council, Cathy Barrette (c.barrette@wayne.edu), with requests and any questions.

# 2019 WSU Program Assessment Grant: Proposal Form

## Project title:

## Contact person:

Name:

Role/Position:

Email:

Phone:

Department/Unit:

Program name:

## Participating colleagues/collaborators:

(Add rows to the table as needed.)

|  |  |  |
| --- | --- | --- |
| **Name** | **Email address** | **Department/Unit** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Reason for proposal:

1. How is program-level assessment currently done in your program?

2. What, specifically, needs improvement with respect to those assessment practices, processes, or instruments?

3. What factors or conditions have contributed to the area(s) needing improvement?

## Proposed actions and expected impact:

1. What steps will you take to improve your program’s outcomes assessment practices, processes, or instruments if you receive funding? Be as specific as you can about the link between needed improvement(s) and your proposed actions.

2. How will your assessment practices, processes, or instruments improve as a result of your project?

## Assessment expertise:

1. What experience in assessment does your team bring to the project? (NB: The goal of this item is to understand the existing assessment expertise among the collaborators. Prior experience in assessment is not a requirement of the grant.)

2. What assistance, if any, do you need from experts in assessment or in other areas to carry out your project and improve your assessment practices or instruments? Examples might include survey, test, or activity design support, statistical analysis, etc.

## Deliverables:

Specify the deliverables (products or benchmarks) that will indicate progress toward completing your project. Identify at least one individual who is responsible for each deliverable and specify its target completion date. Add rows to the table as needed.

|  |  |  |
| --- | --- | --- |
| **Deliverables** | **Responsible party:** | **Completion date:** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Funding Request:

Please provide an itemized budget. Add comments to explain or clarify the relevance of expenditures to your deliverables/actions as needed.

## Supervisor support:

Please attach a signed letter of support from the appropriate chair/unit head/supervisor stating that he/she is aware of the project, approves of the plan, is willing to provide necessary support, and affirms that the project proposer(s) is/are able to carry out the project in the established timeline.

**STATEMENT OF UNDERSTANDING**

By signing and submitting this proposal, I/we agree to complete the proposed project and use any grant funds awarded within the grant period and in keeping with University policies.

I/we agree to submit a midpoint update (due Feb. 15, 2020) and written final report (due Sept. 30, 2020) for review by the University Assessment Council.

I/we agree that at least one person on the project will coordinate with the WSU Director of Assessment by Sept. 30, 2020 to give a public presentation by April 30, 2021 describing the work accomplished under the grant.

I/we acknowledge that 1/3 of awarded funds will be withheld until the reports and the public presentation have been completed. Funds will be forfeited after April 30, 2021 if all requirements are not met by that date.

**Printed name Signature Date**