**WSU Program Assessment Grant (AY18-19)**

**Program Assessment Grant Goals and Parameters:**

To promote best practices in program-level assessment of student learning outcomes, 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 participants that introduce innovative or experimental approaches to direct assessment or improved practice in student learning outcomes 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.

Up to five program assessment grants for a maximum of $3000 each will be awarded in the AY18-19 grant year. Acceptable uses of funds include:

1. Professional development (e.g., books, fees for webinars, conference attendance, invited speakers)
2. Course release time/buy-out
3. Salary (for RA, student assistant, faculty, staff)
4. 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 in an academic or student services program that participates in annual program assessment for the duration of the grant period (September 1, 2018 through August 31, 2019).

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](mailto:c.barrette@wayne.edu?subject=WSU%20Assessment%20Grant%20)), **by May 15, 2018.** Proposals will be reviewed by the University Assessment Council and additional faculty volunteers using the rubric posted online at <https://wayne.edu/assessment/>. Reviewing the rubric prior to submitting a proposal is highly encouraged.

Programs will be notified of a decision by **August 15, 2018**.

**Grant Requirements:**

*Submit all information to WSU Director of Assessment and co-chair of the University Assessment Council, Cathy Barrette (*[*c.barrette@wayne.edu*](mailto:c.barrette@wayne.edu?subject=WSU%20Assessment%20Grant%20)*).*

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| **Due date** | **Activity** |
| February 1, 2019 | Submit a 1-2 page midpoint report of progress. |
| August 31, 2019 | All grant activities must be complete. |
| September 30, 2019 | 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, 2019 | At least one member of the project team must coordinate with the WSU Director of Assessment, Cathy Barrette ([c.barrette@wayne.edu](mailto:c.barrette@wayne.edu?subject=WSU%20Assessment%20Grant%20)) to schedule a public presentation of the work accomplished with the grant. |
| April 30, 2020 | 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, 2020.***

**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](mailto:c.barrette@wayne.edu)), with requests and any questions.

**WSU Program Assessment Grant: Proposal Form**

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| **Project title:**  **Contact person:**  **Role/Position:**  **Email:**    **Phone:**  **Department/Unit:**  **Program name:**  **Participating colleagues/collaborators:**  **Experience with assessment (for primary contact and each colleague/collaborator):** |
| **Reason for proposal:** [*What is the current state of learning outcomes assessment in your program? What needs improvement with respect to program-level learning outcomes assessment practices or instruments? What factors or conditions have contributed to the area(s) needing improvement?*] |

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| **Proposed actions:** [*What steps will you take to improve your program’s outcomes assessment practices or instruments if you receive funding? Be as specific as you can about the link between needed improvement(s) and your proposed actions.*] |
| **Expert support needed:** [*What assistance, if any, do you need from experts in assessment or in other areas to carry out your actions and improve your assessment practices or instruments? Examples might include survey, test, or activity design support, statistical analysis, etc.*] |
| **Funding Request:** [*Please provide an itemized budget. Add comments to explain expenditures as needed.* |
| **Timeline, Responsible parties:** [*For each proposed action, specify a target completion date and the names of individuals responsible for completing the action.*] |

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| **Assessment of project impact:** [*Identify the metrics by which you will know actions have been carried out and have achieved results.*] |
| **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, 2019) and written final report (due Sept. 30, 2019) 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, 2019 to give a public presentation by April 30, 2020 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, 2020 if all requirements are not met by that date.

**Printed name Signature Date**

