# 2021-2022 WSU Gen Ed Assessment Fellowship Application

## Description

The Office of the Provost invites General Education instructors to apply for a 12-month fellowship (September 2021 – August 2022) dedicated to supporting assessment of the General Education program. New fellows for 2021-2022 will serve as liaisons for an area of Gen Ed in the action planning phase of assessment (Basic Composition, Intermediate Composition or Oral Communication). Their primary role is outreach with the goal of engaging instructors and other stakeholders in Gen Ed assessment conversations and processes.

## Annual Award

***Area fellows*** (3): $500 research/professional development award

The award will be disbursed in Winter (50%) and Summer (50%) following submission of an activity report.

## Eligibility:

Past and present instructors in the General Education program are eligible to apply, with preference given to those who have had experience on the General Education Oversight Committee (GEOC), particularly since 2017. However, past or present membership on the GEOC is not a requirement.

Fellows must be current full-time employees of Wayne State University.

## Responsibilities:

***Area fellows***: Area fellows serve as liaisons to faculty, staff, and students affiliated with a single Gen Ed designation, and coordinate and the GEOC Assessment Subcommittee to identify and create opportunities for Gen Ed stakeholder engagement. Those opportunities may include activities such as garnering stakeholder participation in focus groups or rubric redesign; reviewing or piloting rubrics or assessment processes; and engaging instructors in reflective conversations about assessment results. Area fellows also coordinate with the lead fellows (see below) to ensure all relevant timelines are met and may be asked to give occasional presentations to the full GEOC.

For 2021-2022, area fellows are needed for Basic Composition (BC), Intermediate Composition (IC), and Oral Communication (OC), which are in the Action Planning phase of assessment.

All fellows must agree to serve on the GEOC Assessment Subcommittee, which meets biweekly in Fall and Winter semesters and infrequently during the summer. (The subcommittee reports to and seeks approval of major actions from the full GEOC.) The subcommittee is the group that coordinates the activities of area fellows with those of the lead fellows.

***Lead fellows*** are responsible for collaboratively managing the Gen Ed assessment process across Gen Ed designations as well as for participating in Assessment Subcommittee discussions and projects. The lead fellows (and the area fellow for CI) from 2020-2021 are continuing in their roles in 2021-2022 to maintain continuity:

Each lead fellow has primary responsibility for one of three functions:

1. ***Communication***: In each phase of the Gen Ed Assessment [Timeline](https://provost.wayne.edu/pdf/gen_ed_assessment_timeline_-_revised_2010419.pdf), stakeholders need information from the GEOC about process, responsibilities, changes, and expectations. In consultation with the Assessment Subcommittee and full GEOC as needed, the Communication fellow develops information, messages, supporting materials, and a communication plan to disseminate relevant information to stakeholders for all phases of the timeline. This effort includes proactive outreach to Gen Ed stakeholders to involve them in Gen Ed assessment planning and implementation, as well as responding to messages to the GEOC email address ([gened@wayne.edu](mailto:gened@wayne.edu)).The fellow implements the communication plan in collaboration with other fellows and the subcommittee.
2. ***Reporting***: In order to act on Gen Ed assessment results, stakeholders must have access to the results. The Reporting fellow therefore works with the Assessment Subcommittee, Institutional Research, Canvas Administration, and departments and programs to disseminate Gen Ed assessment results according to GEOC policy and guidance. In addition, the Reporting fellow solicits and cleans course and instructor lists from the Office of the Registrar each semester and delivers them to Canvas Administration in a timely way so that they can add the Gen Ed rubrics to appropriate courses prior to the start of each semester. The Reporting fellow also provides periodic reports of instructor participation and other data as needed to support other fellows’ and the subcommittee’s work.
3. ***Action Planning***: The Action Planning fellow develops materials for and actively engages instructors in reflection on Gen Ed assessment results and ways to improve teaching and learning in the Gen Ed program. This work may include development of online resources, live workshops, instructor focus groups, individual or departmental consultations, surveys, or other strategies to encourage action planning at the course and program levels.

## Activity reports

By January 31 and June 30, fellows must submit a brief report of their accomplishments to Cathy Barrette, Director of Assessment, at c.barrette@wayne.edu in order to receive their award disbursement.

## Application and Selection Processes

Interested Gen Ed instructors should email the attached application and their CV/professional record to [gened@wayne.edu](mailto:gened@wayne.edu) **by August 18, 2021**. Applications will be reviewed by the co-chairs of the GEOC. Decisions will be communicated to applicants within three weeks of the application deadline.

## Questions?

Please email [**gened@wayne.edu**](mailto:gened@wayne.edu?subject=2019-2020%20WSU%20Gen%20Ed%20Assessment%20Fellowship%20Program) with any questions you may have.

# Application Form: 2021-2022 WSU Gen Ed Assessment Fellowship Program

## Name:

## Access ID:

## Department:

## General Education courses taught (past and present):

|  |  |  |
| --- | --- | --- |
| **Course code and number** | **Course title** | **Gen Ed designation(s)** |
| Ex.: ENG 3010 | Intermediate Writing | IC |
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## For which fellowship(s) are you applying?

If you are interested in being considered for more than one, please mark them in order of preference with #1 being your highest preference.

\_\_\_\_\_ Basic Composition

\_\_\_\_\_ Intermediate Composition

\_\_\_\_\_ Oral Communication

## Relevant Experience:

1. Other than teaching one or more Gen Ed courses, how have you been involved in the planning, oversight, or delivery of the Gen Ed program within or beyond your home department?
2. In addition to your involvement in the Gen Ed program, what experience, skills, or qualifications do you have that prepare you to carry out the fellowship role(s) for which you are applying?
3. Please attach a copy of your professional record or CV.

**Applicant’s Signature:**

**Chair’s or Supervisor’s Signature:**

Please submit your signed application and CV/professional record by email to [gened@wayne.edu](mailto:gened@wayne.edu) by **August 18, 2021**.