

BUCKNELL UNIVERSITY

ASSESSMENT GRANT PROPOSAL FORM

The Provost’s Office, the Committee on Assessment, and the Office of Institutional Research & Analytics recognize the value to our campus that derives from encouraging and supporting assessment of student learning outcomes and institutional/unit effectiveness. Therefore, the Office of the Provost has allocated financial resources to foster the culture of assessment at Bucknell.

Funding is available for two categories of activity: 1) *Performing Assessment* (open to faculty and staff, but staff may be ineligible to use funds for stipend, depending on their contract), and 2) *Learning about Assessment* (open to both). Proposals that emphasize performing assessment will be given funding priority. All faculty and staff under the Provost’s Office are eligible to apply.

Please fill out the information below and email a complete application to Wei You, Assessment Coordinator, at wy005@bucknell.edu. Applications are accepted on a rolling basis.

Name:
Department/ Program:
Role: () Full Professor () Associate Professor () Assistant Professor () Visiting/ Adjunct () Staff (who teach) () Staff (administration) () Other If Other, please explain:
Grant Category (select one): () Performing Assessment () Learning about Assessment
Expected Start Date: Expected End Date:
Project was discussed with, and approved by the Department Chair, Program Director, Unit Supervisor, or (if assessing Core Curriculum) the Dean of Arts & Sciences. () Yes Name: Date:
Signature: Date:

Your funding proposal should address the following points. Please attach additional pages as necessary.

1. Briefly comment on past experience and current involvement in assessment, if any.
2. Describe the assessment-related activities that this funding will support. Please be specific. Include a timeline and a budget (with an explanation of how the funds will be used, when, and in what amount); as well as the learning goals or strategic/operational outcome/s that the project will assess. *Note that the primary intent of the grant is to support **new or innovative** assessment projects, or substantial **revisions or updates** to the existing assessment processes, procedures, or measures, at Bucknell.*
3. What tangible benefits to you, your students and/or to your department or program do you anticipate from these activities? Consider both short- and long-term benefits. *Please note that the Assessment Grant should not duplicate funding already in place (e.g., summer funding with expectations of assessment work).*
4. How will you evaluate the effectiveness of the proposed activities? How do you define success?

5. As an Assessment Grant Recipient, how will you share the products, results, or knowledge obtained in the course of the proposed activities with other faculty and staff on Bucknell campus? Outline a plan. *Note that this commitment can be fulfilled by giving one or more presentations, organizing a workshop, or providing action-based assistance to other faculty/departments, with the goal of advancing the assessment culture.*

GUIDELINES FOR ASSESSMENT GRANT PROPOSALS

Examples of assessment-related activities in the Performing Assessment grant category:

- Development and pilot testing of new assessment methods (interactive simulations or apps, portfolios of student work, rubrics, pre- and post-test such as concept inventories, focus groups, surveys, etc.) to assess departmental student learning outcomes or operational outcomes
- Adapting of existing assessment methods, such as the AAC&U VALUE rubrics for assessing general education learning outcomes (www.aacu.org/value), to your department's needs
- Assessing the effects of High-Impact Practices (undergraduate research, service learning, study abroad, residential colleges, student ePortfolio, etc.) on student learning outcomes
- Effective use of assessment data to drive changes in the curriculum ("closing the loop"), in order to better align them with the departmental student learning outcomes or Bucknell's educational goals
- Transforming an assessment project or assessment work into publishable research

Examples of assessment-related activities in the Learning about Assessment grant category:

- Attending an off-campus assessment workshop/conference (such as those hosted by AAC&U)
- Hiring a disciplinary-specific consultant to provide training or guidance to the department
- Hosting a faculty/ staff discussion within your discipline/ department that focuses on assessment
- Participating in on-line learning module on assessment

Expectations of Assessment Grant Recipients:

- All Assessment Grant Recipients are expected to provide a brief progress report (max. 500 words), detailing the results and benefits of the completed grant project. The report will be due at the beginning of the semester following the time period during which the proposed activity will take place (typically August for work taking place during the spring or summer, and January for work taking place during the fall semester).
- All Assessment Grant Recipients are expected to publicly share the products, results, and/or knowledge obtained in the course of the grant project via a presentation, workshop, or another suitable venue, scheduled for the following year.

Grant Amount, Budget, and Work Plan:

- Grants range from \$500 to \$2500, but larger requests will be considered if appropriately justified.
- All requests should include a brief budget indicating the total requested, the duration of the proposed activity, the number of people that will be involved, and how the funds will be allocated. It is anticipated that these funds will be distributed as a stipend, but some or all of the funding can be disbursed through an accountable plan to cover expenses incurred.
- All requests should include a work plan for assessment-related activities during the proposed timeframe. Please include a description of all other professional commitments during the proposed timeframe, and an explanation of how time will be allocated to this development project.
- Grant proposals will be reviewed, and funding decisions made, by the Office of Institutional Research & Analytics.