

**ACADEMIC OUTCOMES ASSESSMENT PROGRAM  
APPLICATION FOR PROJECT FUNDING SUPPORT AND ATTENDING WORKSHOPS  
FALL 2005 - SPRING 2006**

**Deadlines for funding applications are due by 5:00 p.m. on the following dates:**

September 6	September 19	October 3	October 17
November 7	November 21	December 5	January 2
January 16	February 6	February 20	March 6
March 20	April 3	April 17	May 1

### **GENERAL INFORMATION**

The charge of the Assessment Council includes the tasks of sponsoring professional development activities related to student learning and assessment and assisting those responsible for developing assessment plans.

Funding will be provided for assessment-related activities only, i.e.,

- assessment projects directly related to the academic outcomes assessment plans developed for CMU programs participating in assessment and submitted to the Assessment Council;
- professional development in outcomes assessment for individuals who are/will be involved with assessment in these programs; and
- premier display by individuals in assessing units that is directly related to academic outcomes assessment. Units must be "in good standing" in their progress in implementing their approved assessment plans and up to date on their reports to the Assessment Council before being funded.

Proposals funded by the Assessment Council are considered to be public documents and will be available by request. A proposal that does not receive funding from the Assessment Council is not considered a public document, and therefore, will not be available for review.

**The council will review funding applications at each meeting. Requests should be filed by 5:00 p.m. on the published date to be considered for the next meeting** (see dates above). The council will consider proposals to support activities that took place prior to the date of application, although the council is not obliged to fund such activities.

### **PROPOSAL SUBMISSION**

The application must be typed or written clearly, dated and signed. The original should be presented or mailed to the Office of Academic Affairs, Warriner 312 by 5:00 p.m. on the published deadline day. The application form is available at <http://www.provost.cmich.edu/assessment/forms/FORMS.HTM>.

### **ELIGIBILITY**

All individuals who are involved with the development and implementation of academic outcomes assessment plans and activities are welcome to apply for support from the Assessment Council.

### **APPLICATION INSTRUCTIONS**

**Applicants must show clearly the relationship of the proposed activity to the assessment plan for the program(s) and must show how the information gained will advance student academic outcomes assessment for the program(s).**

#### **I. APPLICATION COVER PAGE**

#### **II. PROPOSAL**

- A. Purpose: What are the objectives of this project. Explain the proposed project and its importance; indicate the anticipated outcomes or findings and the relationship of these findings to the overall purpose of the project.
- B. Methodology (for assessment projects): Describe how the project will be conducted. Identify pertinent model(s) of inquiry, materials and procedures to be used, and variables to be studied.

- C. Relevance to the unit's assessment plan and previous funding: Describe the relationship of the project to the plan for outcomes assessment for the program(s) or university. If you received previous related funding support, please include a brief paragraph of your project and results.
- Significance or impact of the project or professional development activity forum: Provide specific information on how completion of the project or professional development activity will enhance academic outcomes assessment for the program(s) or university. If the project involves participation in a workshop, seminar, or some similar forum, attach a copy of the program and any other relevant information. Indicate your particular plan for participation in this event and show how this participation will help you address the problem identified in II-B above. For premier display proposals, attach a copy of the conference program that indicates your specific date for presentation; describe the conference's relationship to academic outcomes assessment and its importance or level of significance.
  - Timetable: Indicate the anticipated dates for beginning and completing this project. Specify any deadline dates of which the council should be cognizant as it considers your proposal.
  - Budget: Itemize and explain each item for which funding is requested from the Council or from elsewhere (please specify).
  - Attachment: If applicable (e.g., workshop or conference information)

### III. REASONS PROPOSALS GET REJECTED

The application should be concise with sufficient information that council members can evaluate the quality of the proposal and make an informed decision about the request. The main proposal (Part A to F) is usually two to three pages with attached document (Part G) if applicable (e.g., workshop or conference information). A proposal may not be funded or may be returned to the applicant for any of the following reasons:

- not readable/legible
- does not have the appropriate documentation
- does not meet the guidelines
- no funding available when the proposal is submitted

### IV. PROPOSAL EVALUATION AND FUNDING LIMITS

#### Assessment Projects

The council will focus its support on projects looking at the student learning outcomes for programs. Typically, funded projects will be those that are highlighted in units' assessment plans. For the most part, funding for assessment projects will be limited to \$1,000 per unit per year (with some exception for large programs that may serve a variety of units and programs). It is expected that funding would be provided only once for a specific assessment project over the short term. For example, recurring funding for an annual survey would not be provided. On the other hand, some assessment activities necessarily require multiple-year funding in order to be successful. The Assessment Council will entertain such requests for funding, e.g., funding to help underwrite expenses for the meetings of an advisory board that meets yearly. However, as a general rule, such funding would not be provided for more than three years.

No ongoing stipends will be paid for faculty involvement in assessment activities. However, stipends for faculty carrying out such tasks as the mass reading of essays under the auspices of the General Education Council may be requested. Similarly, funding to hire graduate or undergraduate students or part-time adult help may be requested. The council reserves the right to establish maximum pay levels for such projects.

Proposals that include payment for food and facilities, including travel and/or lodging for faculty or staff members carrying out the project, should verify that care has been taken to find sites and design events to keep costs at reasonable levels. The need and rationale for such expenses should be provided in the request.

#### Professional Development Activities

Typically, individuals will be funded for no more than one professional development activity per year and will

not be funded for the same activity more than once.

Funds may support participation on intensive workshops or courses that lead directly to development or improvement of skills/knowledge directly relevant to academic outcomes assessment activities within programs for which the faculty member has assessment responsibility. The applicant must demonstrate that the workshop or course is designed to assure active participation. Support will be provided for participation in professional development activities, including workshops, only when a significant percentage of the activity is devoted to student academic outcomes assessment. Acceptable workshop courses may focus on assessment design, content, or methodology.

Requests for professional development funding should include a statement showing how the applicant's participation will advance the unit's assessment activities as discussed in the unit's assessment plan. A copy of print material describing the event should be attached. This funding is generally limited to \$1,000 per participant per academic year. The council generally does **not** support tuition or fees in excess of \$500. Similarly, the council does **not** provide funding to meet the increased costs of late registrations.

The Assessment Council reserves the right to return proposals, unread, if these guidelines are not followed.

#### **V. AFTER RECEIVING AN ASSESSMENT COUNCIL GRANT**

1. Upon approval of assessment council grant, notify the Office of Academic Affairs, Warriner 312, the cost center which to transfer funds.
2. Each grant recipient is required to operate within the budget presented. It is the responsibility of the recipient to keep an accurate record of all expenditures and to provide appropriate documentation for these expenditures.
3. Once a grant recipient leaves the employ of the university, any funds remaining in Assessment Council grants for professional development and/or premier display will revert to the council. Requests for monies against an account for assessment activity grants may come only from the department chairperson or unit director.
4. It is the responsibility of each grant recipient to assure that the activity for which funding is provided is discussed in the next assessment report submitted for the program(s) involved. The discussion should indicate how well the goals of the project were met and what the impact of the findings has been or is likely to be on the program. The council may ask the recipient to provide an oral presentation and/or exhibit of aspects of the project following its completion. The success of earlier projects, as reflected in the assessment report, will be considered when evaluating new proposals. In any case, new proposals from an applicant may not be considered until a satisfactory discussion of the completed project has been included in the assessment report for the program or, if warranted, a progress report has been received by the Assessment Council. The report should be sent to the Office of Academic Affairs, Warriner 312.
5. Any monies left in a project account after completion, revert to the Assessment Council.
6. All grants awarded by the committee must comply with the Central Michigan University Intellectual Property Rights policy adopted by the Board of Trustees 12/6/96. Applicants should take particular note of section V.A.2.d (3) of the policy statement. If a project results in direct remuneration to the recipient, that person must return to the committee any monies up to 100% of the total grant received from the committee. This includes funds from the sales of objects produced or acquired as a consequence of the award by the committee.
7. Grant recipients are encouraged to submit a brief summary of their completed assessment project or professional development, in person or writing, to the Assessment Council. To provide an opportunity for the university community to become better acquainted with the kind and quality of assessment projects supported by the committee, all grant recipients must be willing to present results of their work at Creativity Day held annually in the middle of the spring semester or assessment related university workshops.
8. Assessment Council support should be acknowledged in all publications and presentations resulting from this grant.



## II. Proposal

A. Purpose: What you intend to do.

B. Methodology (for assessment projects): How you plan to carry out your project.

C. Relevance to the unit's assessment plan and previous assessment funding: Which program objectives you plan to assess. Please provide a brief paragraph of results from the previously funded related project:

D. Significance or impact of the project or professional development activity:

E. Timetable:

F. Budget:

G. Attachment (if applicable) (e.g., workshop or conference information):