

Washburn University

Teaching/Learning Grants

ASSESSMENT GRANT

BACKGROUND:

Washburn University's Vision 2022 statement identifies the development of effective assessment systems as a key strategy for maintaining our academic excellence. The assessment of student learning and the use of assessment evidence to improve teaching are important practices that the Assessment Grant seeks to encourage. The purpose of the Assessment Grant is to provide faculty with resources to facilitate their assessment practices in the courses, programs, and general education offerings. Descriptions of the purpose and award criteria for each type of grant are provided below.

ELIGIBILITY:

- Full-time and part-time **faculty** members on ongoing, annual contract are eligible to apply
- Full time **staff** members may apply for Assessment Grant funds
- Individuals who have not received funding for an assessment related grant within the previous two years will be given **top priority** for consideration. Other proposals will then be considered based upon the availability of remaining funds.

FUNDING AMOUNTS MAXIMUM:

- \$2,000 for any single grant type
- \$1500 is the maximum amount provided for a stipend

DEADLINES:

Assessment related grants are reviewed twice each academic year. Applications deadlines are in April and September. Applications submitted in April should include activities and projects that are completed between July 1 and June 30. Applications submitted in September should include activities and projects that are completed between October 1 – June 30. The Office of the Vice President for Academic Affairs publishes specific deadlines at the beginning of each academic year. Please see the VPAA web site for details.

PROCEDURES

1. Submit Proposal with required signatures before grant deadline (published on VPAA web site)
 - a. Project Narrative and a Descriptive Title
 - b. Budget
 - c. Library or Media Request for Evaluation (if applicable)
2. Proposals reviewed by appropriate committee (within 30 days of grant deadline)
3. Projects and activities approved for funding carried out in a timely fashion
4. Share knowledge broadly with University community through a poster presentation OR
5. Submit report to Director of C-TEL (30 days after activity/project complete, no later than June 30) AND provide a pedagogical framework for others who may be interested in developing similar projects.
6. Provide follow up assessment information to Director of C-TEL (if required)

ASSESSMENT GRANT

Washburn University's Vision 2022 statement identifies the development of effective assessment systems as a key strategy for maintaining our academic excellence. The assessment of student learning and the use of assessment evidence to improve teaching are important practices that the Assessment Grant seeks to encourage. The purpose of the Assessment

Grant is to provide faculty with resources to facilitate their assessment practices in the courses, programs, and general education offerings. Assessment Grants fund:

1. Stipends for the development of new and innovative course-based, program level, or University Student Learning Outcome assessment;
2. Stipends for the development of processes and activities that facilitate the use of assessment data as a guide for program improvement;
3. Stipends for the development of processes and activities that enhance the sharing of assessment results;
4. Attending conferences (except for meals and entertainment) or on-line training directly related to learning assessment;
5. Purchase of instruments, equipment, materials or supplies related to assessment of student learning. (all resources purchased with grant funds remain the property of Washburn University).

Assessment Grant Award Criteria

1. Proposals must be applicable to present or future assessment practices at Washburn University.
2. Assessment Grants **cannot** be used to augment Sweet Sabbatical funds, or cover the costs of graduate coursework or dissertation research.
3. Assessment Grants can be used in association with an Academic Sabbatical if activities proposed are directly related to those outlined in the approved Academic Sabbatical application.
4. Stipends are intended as awards to faculty for development of their credit bearing classes. Projects funded by stipends must result in significant development in assessment practices.

Teaching/Learning Grants

Assessment Grant

Funding for July 1, 2016 – June 30, 2017

This application is specifically for Academic Year 2016-2017.

Previous versions of this application will not be accepted.

Handwritten applications will not be accepted.

<http://www.washburn.edu/admin/vpaa/forms/index.html>

NAME _____

POSITION/RANK _____

DEPARTMENT/ACADEMIC UNIT _____

Please Attach:

1. Project Narrative
 - a. Project Description and Descriptive Title
 - b. Assessment Plan
 - c. Timeline
 - d. Plan to Share Knowledge
 - e. Conference Information (if applicable)
2. Detailed Budget
3. Library Request for Evaluation Form and/or Instructional Media Request for Evaluation Form (if applicable).

AMOUNT REQUESTED \$ _____

Single Grant Application: Assessment: \$2000.00 (max.)

1. Have you received prior funds for THIS project from the VPAA? YES NO
 - a. If yes, indicated the amount \$ _____ and date received _____
2. Have you applied for or received fund for THIS project from another source * YES NO
 - a. If yes, indicated the amount \$ _____ and date received _____

NOTE: A detailed description of any efforts made to secure alternative funding must be included with the proposal.
3. Have you received prior funds for a SIMILAR OR RELATED project from the VPAA?* YES NO
 - a. If yes, indicated the amount \$ _____ and date received _____

***ATTACH information regarding the previous project if you are continuing work on that project through this new grant proposal.**
4. Have you received an Assessment Grant within the last two (2) fiscal years?
 YES NO
 - a. If yes, indicated the amount \$ _____ and date received _____
5. If awarded funds, are you willing to participate in the preparation and presentation related to your proposal/project? YES NO

APPROVALS

It is the faculty/staff member's responsibility to ensure the completeness of the proposal, and that all required signatures are obtained.

By signing this application you agree to:

1. Complete the application including all necessary components required. Incomplete proposals and those for which a previous report/activity was not received will not be considered by the assigned committees. Purchase of equipment/supplies and implementation of project must begin no later than January 1 of the Academic Year the grant was awarded.
2. Submit a **BRIEF FOLLOW-UP REPORT** to the Director of the Center for Teaching Excellence and Learning **WITHIN 30 days** of completion of the **ACTIVITY** indicating how the activity contributed to teaching practices, curriculum development or assessment activities at Washburn University.
3. Provide the Director of C-TEL with copies of the materials that have been developed (for projects that include stipends). These should be included with your follow-up report submitted within 30 days of completion of grant funded activity.
4. Collect, monitor, and provide the Director of C-TEL with results of the assessment of student learning related to grant funded improvements to modules, courses, or curricula.
5. Your signature also indicates your willingness to participate in the preparation of a formal presentation related to your proposal/project.

_____	_____
Applicant	Date
_____	_____
Department Chair or Area Head	Date
_____	_____
Dean	Date

DELIVER TO VPAA OFFICE AFTER ALL REQUIRED SIGNATURES HAVE BEEN OBTAINED

Project Narrative

Description: Please describe the activity or project you are proposing. Use the grant descriptions and criteria to link the proposed activity to the stated funding criteria and priorities. All proposals must address how teaching and learning will be enhanced by proposed activity or project.

Assessment Plan: Please provide a description of how you will assess the impact of your proposed activity or project. Activities that include development of modules, courses, or curriculum must include the assessment of student learning.

Plan to Share Knowledge: Please provide a concrete plan for how you will share the knowledge you gain with the university community. Broad dissemination of results is preferred.

Timeline: Please describe when this activity will take place. Include a start date, completion date, and important milestones.

Conference (if applicable): Please list conference title, location, conference dates, and travel dates.

Budget Justification: Please provide specific details and justification of items listed on budget attachment.

ATTACHMENT

BUDGET PAGE FOR ASSESSMENT DEVELOPMENT GRANT PROPOSAL

(Complete as applicable to your proposal)

Stipend: (indicate who will receive the stipend, and the time frame in which stipend funded activity will take place i.e. summer, Fall semester)	\$
Technology/Software: (be specific with what is to be ordered and approx. cost) <u>Do you have the hardware to support the software requested?</u>	\$
Supplies: (be specific with what is to be ordered and approx. cost)	\$
Services/Personnel Assistance (be specific)	\$
Other: (be specific as much as possible) _____ _____ _____	\$ \$ \$
Total Expenses	\$
Other Funds Received:	(\$)
TOTAL REQUEST:	\$