



## **2012 Kutztown University**

### **Assessment Grants**

*Deadline for grant proposal submission: March 1, 2012*

*Funding decisions will be announced on or before March 30, 2012*

The Office of Assessment is pleased to announce a grant competition in support of new and ongoing assessment efforts related to Student Success. Plans call for supporting approximately 10 to 12 grants. Individual grants will be funded at amounts up to \$5,000. Budget requests must fit the nature and scope of the project.

#### **GRANT PURPOSE**

Assessment processes and findings are essential for maintaining high quality programs that are consistent with the University's mission, for highlighting program and University strengths, and for identifying areas for strategic change or improvement. What we learn through assessment helps the institution determine how best to support needed changes. Assessment also enables us to evaluate the competence of graduates in terms of both the program's goals and those of the core curriculum and University mission. Ultimately, the purpose of assessment is continuous improvement in promoting student learning and development.

***For 2012, there will be four grant programs:***

#### **(1) Assessment of Student Learning Outcomes for Academic Programs**

For this program, the focus is assessment of learning outcomes or goals for a course or program. Possibilities include but are not limited to the following:

- Develop and implement a new assessment of one learning goal from one of your courses or your program
- Develop and test a new measure and/or method of assessing one or more learning goals
- Assess the impact of a specific educational experience or practice on one or more learning goals
- Utilize existing data/evidence to examine the impact of a program, course, or specific educational experience within a course on one or more learning goals.

## **(2) Assessment of Student Learning Outcomes for General Education**

The purpose of this program is to conduct assessments related to the learning goals of the new General Education model at Kutztown University. Possible projects include but are not limited to the following:

- Develop and implement a new assessment of a General Education learning outcome from one of your General Education courses
- Develop and test a new measure and/or method of assessing one or more General Education learning goals
- Assess the impact of a specific educational experience or practice on one or more General Education learning goals
- Utilize existing data/evidence to examine the impact of a program, course, or specific educational experience within a course on one or more General Education learning goals.

## **(3) Curricular – Co-curricular Collaborative projects**

This program is designed to support the assessment of projects where faculty utilize a KU co-curricular experience or program to support a specific learning goal in a specific course. These projects will depend on a partnership between faculty and staff involved in co-curricular experiences; the faculty member must be the Principal Investigator, although a staff member may be a co-PI. Possible projects include but are not limited to the following:

- Assess the impact of a specific educational experience or practice on a course, program or General Education learning outcome that includes the use of a co-curricular program or experience for the purposes of a course
- In a partnership between an academic course or program and a co-curricular program, utilize existing data/evidence that assesses the impact of a specific educational experience or practice on a course, program or General Education learning outcome.

## **(4) Assessments related to Student Success Indicators**

This program is designed to support assessments that speak to specific problems related to student success indicators that a program, department, or college is facing. Student success indicators include retention rates, persistence rates, graduation rates, achievement gaps for Pell recipients and under-represented minority students, and STEM degrees granted. Additional possibilities may be suggested by reviewing PASSHE's new Performance Indicators. For this grant track, the proposer must provide evidence of a problem (e.g., the rate for the program, department or college falls below the average for programs, departments or colleges) and that improvement is needed. Possible projects include but are not limited to the following:

- Analyze existing data/evidence to identify possible means for reducing the problem for the particular success indicator, either for the program/department/college as a whole or for specific subgroups

- Analyze existing data/evidence to examine the performance of specific programs, services or other efforts that are attempting to reduce the problem related to the specific student success indicator
- Develop and implement a new assessment of an existing program, service or experience that seeks to address the problem
- Develop, implement and assess the impact of a new experience that is attempting to address the problem.

For all four tracks of the Assessment Grant program, the goals are to:

- encourage teaching faculty to engage in sound practices in assessing student learning outcomes (in the case of the tracks for assessing learning outcomes); funding can be used to support new initiatives and to strengthen ongoing assessment activities
- generate models of assessment practices that can be used to inform other assessment efforts
- produce direct evidence of student achievement of learning outcomes
- serve as “seed money” to support promising pilot projects or the research necessary to prepare externally competitive funding proposals.

Grant proposals may be submitted by individual teaching faculty, two or more individuals from a single academic instructional program, two or more individuals from two or more academic instructional programs or in the case of the curricular – co-curricular projects, one or more faculty and one or more staff.

## **ELIGIBILITY**

All teaching faculty at Kutztown University are eligible to apply for these grants. In order to encourage greater participation, faculty awarded an assessment grant in 2011 will not be eligible to apply for a new assessment grant this year, and priority will be given to those who have not received funding in previous years. (Previously funded projects are listed at the end of this document.)

## **CRITERIA**

1. The proposal must originate from departments/programs with a teaching focus.
2. The person requesting the funding must be a faculty member. This person does not have to be on tenure track.
3. There may be other faculty or staff involved.
4. The project must include measures of assessment of the impact of the project and especially direct evidence when the focus is student learning outcomes. Indirect evidence may be included, but is optional.

**Direct evidence is defined as the** assessment of actual student performance which demonstrates *what* students learned and *the extent to which* students met the learning

goals. *Examples include* written assignments, performances, presentations, observations of quality of field work (e.g., clinical, service-learning, internships), reflection on theory and practice, research and capstone projects, exams, standardized tests, licensure exams, and student publications.

***Indirect evidence is defined as perceptions of*** teaching and learning that provide insights on the *learning process*. *Examples include* student self-appraisals of learning, satisfaction surveys, peer review by faculty, and focus groups (e.g., students, alumni, community partners, employers).

Legitimate uses of funding (not exhaustive list):

- Faculty training.
- Hiring of staff or consultant to aid in development of assessment methods and/or analysis of student-learning outcomes data.
- Travel to assessment conference or institute.
- Purchase or licensing of commercially available instruments for pilot testing.
- Summer funding to be used for assessment.

## **PROPOSAL SUBMISSION GUIDELINES AND OBLIGATIONS**

You are encouraged to seek consultation on writing the proposal from the Office of Assessment prior to submission.

Proposal submissions must include:

- Cover Sheet (see attached)
- Description of proposal (10 double-spaced pages max.; 12 point font, 1" margins)
  - Abstract (150 word maximum).
  - Project goals and intended outcomes.
  - Budget Sheet (see attached).
  - Intellectual property form (see attached)
  - Project description that includes:
    - Relationship of proposed project to current assessment activities.
    - Description of project and assessment method(s) that will be used.
    - Description of plan for data analysis and evaluation of project outcomes.
    - Details on intended use of findings for program improvement.
    - Project timeline.
    - Outline of project staff responsibilities.
- Supporting materials may be included in an optional appendix (not included in 10 page limit).

Please submit 5 hard copies of your application and 1 electronic copy (e-mail or on disk in MS Word format).

Proposals are due to the Office of Assessment by **March 1, 2012 at 4:30 p.m.** (201 Grad Center; phone: 484-646-4344; fax: 484-646-4398; e-mail: [clary@kutztown.edu](mailto:clary@kutztown.edu)).

### **Obligations of Funded Projects:**

Please note that the use of students for learning outcomes assessment must meet Kutztown University's protocols for the use of human subjects. Information regarding human subject research can be found on the IRB's website at <http://www.kutztown.edu/acad/graduate/grants/human.shtml>. Please contact the IRB if you have questions regarding protocols. The Office of Assessment will assist funded projects in obtaining the necessary approval.

- Permit your proposal Abstract to be posted on the Office of Assessment website (if the project is funded).
- Submit a final report to the Office of Assessment within 30 days of completion of project (use the attached **KU Assessment Grants Project Final Report form**).
- Present your project and findings to an appropriate on-campus group of professional colleagues.
- Forward any published articles or conference presentations resulting from the project to the Office of Assessment.
- Acknowledge funding support in published articles or conference presentations. Suggested text for this acknowledgment is "This project was funded by the Kutztown University Assessment Grant Program (project number XX-XX)."
- Budget revisions or changes in the scope of the project must receive prior approval from the Office of Assessment, Grants and Sponsored Projects, and the Provost's Office.
- Use the funding exclusively for expenses directly pertinent to student-learning assessment, per the proposal.
- If the proposed project is submitted to multiple funding sources, this fact must be acknowledged and the Office of Assessment must be informed regarding the status of the additional funding applications. If the proposed project is awarded funding from multiple sources, consultation with the Office of Assessment and the Office of Grants and Sponsored Projects will determine if adjustments to the budget are required.
- Follow the timeline for the implementation of your project.
- Prepare a 300 word summary of your project and findings to be posted on the Office of Assessment website.

### **PROPOSAL EVALUATION**

Proposal reviewers include several faculty, the Director of the Office of Assessment, the Director of the Office of Grants and Sponsored Projects, and the Institutional Researcher.

Submissions will be evaluated according to the:

### *Proposal's Merit*

- The degree to which the proposal advances the assessment of student learning outcomes and/or student success at Kutztown University
- The soundness of the conceptual framework underlying the project
- The appropriateness of the assessment methodology, including measures
- The plan for analysis and interpretation of the project findings

### *Proposal's Impact*

- The degree to which the project will impact students' experiences with Kutztown University
- The plan for disseminating project findings
- The potential for integrating the proposed assessment practices into the on-going assessments

*The Office of Assessment reserves the right to provide full funding for the proposal, to provide partial funding, to request that the applicant offer further elaboration or clarification on specific points, to suggest alternate sources of funding, or to reject the proposal.*

**KUTZTOWN UNIVERSITY ASSESSMENT GRANTS PROGRAM**

**APPLICATION COVER SHEET 2012**

(To be submitted with your proposal)

Project Title:

Principal Investigator \_\_\_\_\_

Department \_\_\_\_\_ Full Telephone number \_\_\_\_\_

Email Address \_\_\_\_\_

Co-Principal Investigator(s) \_\_\_\_\_

Please indicate the specific Assessment Grant program:

- (1) Assessment of Student Learning Outcomes for Academic Programs
- (2) Assessment of Student Learning Outcomes for General Education
- (3) Curricular – Co-curricular Collaborative Projects
- (4) Assessments related to Student Success Indicators

Abstract of research proposal (150 words):

Amount of budget request \_\_\_\_\_

Projected dates for research \_\_\_\_\_

Check list of items to be included in your proposal materials:

Cover sheet  Budget  Proposal  Current vita  Intellectual property form

Principal Investigator (signature) \_\_\_\_\_ Date \_\_\_\_\_

Department Chair's Approval (signature) \_\_\_\_\_ Date \_\_\_\_\_

Dean's Approval (signature) \_\_\_\_\_ Date \_\_\_\_\_



## Intellectual Property

University personnel who anticipate the possibility of creating potentially patentable Intellectual Property through their research endeavors, have the duty to alert University administrators of the possibility at the outset of their research.

It is understood that the Kutztown University of Pennsylvania and third-parties may have rights in all discoveries and inventions made or conceived in performance of work on this project. The Principal Investigator(s) will furnish prompt and full disclosure of inventions made during performance of this project to the University's Authorized Official.

The Technology Transfer and Commercialization Guide is located at <http://www.passhe.edu/executive/academic/technologyTransfer/default.aspx>.

I, the Principal Investigator/Project Director, have read and understood the Technology Transfer and Commercialization Guide for PASSHE Faculty.

I, the Principal Investigator/Project Director, (check one): anticipate  or do not anticipate  developing Intellectual Property during this research/project. The anticipated Intellectual Property is (check all that apply):

- Publications/presentations
- Software
- Inventions or discoveries

If you have checked Software or inventions/discoveries, please describe the above intellectual Property in general terms:

Principal Investigator (signature)

\_\_\_\_\_ Date \_\_\_\_\_

Co- Investigator (signature)

\_\_\_\_\_ Date \_\_\_\_\_

**KU ASSESSMENT GRANTS**

**PROJECT REPORT FORM**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ GRANT NO: \_\_\_\_\_

Recipients of funding are expected, as a condition of receiving funding, to provide the Office of Assessment with a report of the results of the project after the project has been completed. The report should address the areas indicated below. The report should be sent to the Office of Assessment. A copy of this report will be forwarded to the appropriate Dean and Provost.

1. Summarize the findings of the project in light of the goals and objectives of your project.
2. Indicate how and when the project was presented (e.g., paper presented to the annual meeting of the American Astrophysical Society, or art exhibit presented at the Carnegie Museum of Arts on May 29, 2007, etc.). Please submit any products that resulted from the project (e.g., a copy of the article or paper, programs of the conference or performance or exhibit, photographs of the exhibit, book publication notice or reviews, etc.) to the Office of Assessment.
3. Indicate the actual costs of the research. Receipts are not necessary for this report, but a detailed account of the funds expended should be indicated below or attached to this form.
4. Indicate if you anticipate continuing this project and if so, how.
5. Include the 300 word summary of your project and findings for posting on the Office of Assessment website.

## Previously Funded KU Assessment Grants

### **2008**

*Assessment of traditional and technology-based methods across two sections of introductory statistics.* PI: Greg Shelley, Department of Psychology.

*Assessment of music in General Education.* PIs: Willis Rapp & Valerie Trollinger, Department of Music.

*Use of the curriculum map audit to improve the College of Education course alignment.* PIs: Eloise Long & Phyllis Miller, Departments of Library Science and Elementary Education.

*Assessment of student performance and results of the criminal justice comprehensive exams.* PIs: Mahfuzul Khondaker & Pietro Toggia, Department of Criminal Justice.

*Effective, sustainable, practical assessment: Designing an assessment program for the Rohrbach Library based on an approach developed by the Association of Research Libraries.* PIs: Ruth Perkins, Krista Prock, & Karen Wanamaker.

*Assessing undergraduate research experience in psychological science.* PI: Derek Mace, Department of Psychology.

*Assessing learning outcomes of undeclared students.* PI: Gail Craig, Advising Center for Undeclared Students.

### **2009**

*Kutztown University Frederick Douglass Institute program assessment.* Maria Sanelli & Louis Rodriquez, Department of History.

*Improving student career portfolios with assessment rubrics.* Anita Meehan, Department of Psychology.

*Using a standardized test to assess information literacy skills of incoming freshmen.* Robert Flatley, Krista Prock, & Eloise Long, Rohrbach Library and Department of Library Science.

*Large lecture General Education health classes evaluation of core assignment data: Assessment of user characteristics and student learning outcomes.* John Raffin, Department of Human Kinetics.

*The dissemination of the experiential learning project development plan.* Therese Maskulka, Department of Marketing.

## 2010

*Developing and piloting an assessment plan for measuring student understanding in the calculus sequence.* Paul Ache, Jennifer Gorman, Deborah Frantz, Deepak Khanna, & Celine Przydzial, Department of Mathematics.

*Assessing the use of online homework systems in mathematics education.* Yun Lu, Department of Mathematics.

## 2011

*General Education Outcomes Assessment for Health and Wellness.* Duane Crider, Frederick Garman, Dina Hayduk, Yongjae Kim & John Raffin, Department of Sport Management.

*Assessing Fundamentals of Oral Communication (SPE 010): Standardizing Efforts for Curriculum, Improving Our Teaching, Supporting Our Students.* Jay Baglia, Mary Bock, Mary Eicholtz, Ron Grapsy & Joe Harasta, Department of Speech Communication and Theatre.

*Assessment of Critical Thinking for General Education.* Joseph Jedwab and M. Ashraf Adeel, Department of Philosophy.

*Assessment of Cross-Modal Perceptions of Music and Visual Art.* Valerie Trollinger, Department of Music.

*Assessment of Scientific Literacy among Kutztown University Students, Before and After Implementation of the New General Education Program.* Angelika Antoni, Carol Mapes, Wendy Ryan, Dan Aruscavage and Nancy Butler, Department of Biology.

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