Kutztown University Assessment Grants
Small Grants Pilot Program

The Office of Assessment and the Center for the Enhancement of Teaching are pleased to announce a pilot program for the 2012 – 2013 Academic Year to support faculty in introducing and assessing new course-based experiences that are designed to improve a Student Learning Outcome. Grants will be funded at amounts up to $1250, and plans call for supporting approximately 10 to 12 grants for this academic year. Continuation of this pilot program is contingent on the availability of future funding.

Proposal submission is throughout the academic year or until funds have been expended, and decisions will be made within two weeks of submission. Budget requests must fit the nature and scope of the project.

GRANT PURPOSE

The purpose of the small grant program is to provide a mechanism for faculty to:
- quickly organize and test a new way of providing students in a course with a learning opportunity or experience that is predicted to result in improved acquisition of one of the program’s learning goals, and
- assess the impact of the experience to determine if a better outcome was achieved.

Note that the focus is on a program learning goal, either in the major or General Education, and not a learning goal that is independent of a program.

Proposals that focus on a course experience that qualifies as a High Impact Practice are especially welcome. The key features of High Impact Practices are: high intentionality about the learning outcomes that are to be achieved; high levels of interaction between faculty and students, and among students; and reflection (see http://www.aacu.org/leap/hip.cfm).

Some additional illustrations are provided at the end of the RFP.

All teaching faculty at Kutztown University are eligible to apply for these grants. The Assessment Small Grant program supplements and does not replace the regular Assessment Grants program.

PROPOSAL SUBMISSION

Email applications to clary@kutztown.edu with the following information:
- Project Title and Project Director
- Abstract (150 words or less)
- Project Description (1000 words or less): Identify
  - the program learning outcome that is the focus of the project,
  - the student group who is the focus of the project,
  - the new experience with a rationale for its proposed impact,
o how the impact will be assessed with direct measures of student performance or rather, demonstrations of student learning,
o plan for analysis, and
o possible uses of the findings.

- Budget (Note: this program cannot fund faculty stipends nor equipment requests; acceptable items include but are not limited to undergraduate student assistants, software, computer applications, assessment tools, and teaching resources.)
- Timeline (Note: the expectation is that the project will be conducted in one semester, and the following semester will be used for analysis and preparing the final report.)
- Project approval (via email) from your department’s chair and dean.

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. Projects intended only for KU audiences do not require IRB 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.
- 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: “This project was partially 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 related 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 implementation of the project.
- Prepare a 300 word final summary of the project and findings to be posted on the Office of Assessment website.

PROPOSAL EVALUATION
Proposals will be reviewed by several members of the CET Advisory Board, who will then submit recommendations to the Assistant Vice Provost for Assessment and Vice Provost for final approval.

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.

Additional Illustrations

- The Curriculum Infusion model serves as an example of the kind of project that might be considered (see https://cndls.georgetown.edu/engelhard/). Note that at Georgetown University, the focus is on infusing a course with a health and wellness “module.” At Kutztown, the focus is not limited to health and wellness but includes a broad range of program level learning outcomes. The key point is that the logic behind the curriculum infusion model applies here.
- The concept of Signature Assignments might also serve as a stimulus for project ideas (see http://www.aacu.org/aacu_news/aacunews11/april11/feature.cfm).
- Some previously funded KU Assessment Grants, considered on a smaller and more limited scale, might be useful to faculty as they think about possibilities (see http://www.kutztown.edu/admin/assessment/assessment_grants.asp).

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.