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ASSESSMENT MINI-GRANTS
Request for Proposals
AY 2021-2022

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In an effort to support a culture of evidence that informs continuous improvement of programs at Cal State LA, the Provost through Office of Graduate Studies is offering assessment mini-grants for assessment projects to be conducted in 2021-2022. Ten $2,000 mini-grants are available to programs to support teams of two or more full-time faculty for assessment during the 2021-2022 academic year. Both undergraduate and graduate programs are eligible to apply.

Proposals will be evaluated based on the following criteria:

- **Proposal focuses on <u>direct</u> assessment of learning outcomes.**
  Indirect assessment, such as satisfaction surveys, will not be funded.

- **Proposal is linked to Program Learning Outcomes and articulated in program assessment plans.**
  Proposals must articulate which learning outcomes are being measured, the assessment instruments used to measure those outcomes, and the standards students are expected to achieve.

- **Proposal incorporates the assessment of at least one of the five core competencies or GE learning outcomes and/or impact of COVID-19 on assessment efforts.**
  The WASC Senior College and University Commission (WSCUC) asks institutions to describe how the curriculum of all programs addresses these five core competencies—*written communication, critical thinking, information literacy, quantitative literacy, oral communication,* or GE learning outcomes such as diversity or civic engagement. These competencies are also part of Cal State LA's Institutional Learning Outcome, "Proficiency: Intellectual Skills".

  In 2021-2022, Cal State LA will be assessing the GE outcome on *lifelong learning and self-development; natural sciences and social sciences* at the institutional level.
  Mini-grant awardees will learn how to align their program-level assessment projects with the institutional projects by attending one or more of the Fall Assessment Workshops (see below).

- **Proposal goes beyond routine course-level assessment.**
  Projects should provide evidence of student learning that is relevant to the overall effectiveness of the program. Most projects will involve the collection of data from multiple course sections at various levels of the program (lower division, upper division, capstone), although innovative assessments focused primarily on capstone courses could also be considered.

  Proposals should describe how program faculty will "close the loop" (i.e., use assessment data to improve student learning in meaningful ways). Grants will not be awarded for tasks that only involve assessment results useful to individual faculty.

  Proposals should also provide justification for why mini-grant funds are needed and how the work describe goes beyond the regular assessment processes expected of faculty.

- **Priority will be given to proposals that will pilot the use of Outcomes on Canvas to collect and analyze program assessment data.**
  Proposals that present an assessment methodology that will pilot the use Canvas to collect data from embedded signature assignments across sections to assess student learning outcomes associated with at least one Program Learning Outcome will receive priority consideration for funding.

- **Priority will be given to proposals that alleviate current gaps in program assessment.**
  Proposals describing how the project will provide useful information for the program and will improve upon program assessment procedures are encouraged. Applicants should describe the impact of project on the program and its students.

- **Priority will be given to proposals focused on developing processes that are sustainable in the future.**
  Proposals should describe how the project promote processes and/or develop instruments and methods that can be used for program assessment in future years, even when funding is not provided.

Participation in the following (any one) Mini-Grant information session is highly recommended for mini-grant team members (Venue: Virtual via Zoom—click link below):

- Monday, September 13, 2-3pm. Zoom Link:
  https://calstate.zoom.us/j/89047207526?pwd=ZkxSOTNFZm5lVHhMakZYTjlKeE1KZz09
- Wednesday, September 15, 12-1pm. Zoom Link:
  https://calstate.zoom.us/j/81295670984?pwd=VnMxS2VGK21JeFBNdHk0MnBQSXd4dz09
- Friday, September 17, 12-1 p.m. Zoom Link:
- https://calstate.zoom.us/j/88449377583?pwd=bjZhWGlUNUF4d21lT3JQVmsxWkJTUT09

Proposals are due by **Friday, October 8, 2021.** They should be emailed as attachments to the Director of Assessment, David Connors, at dconnor@calstatela.edu.

Mini-grant Proposals (due 10/8/21) please use the template below and include:
1. A description of the activities including the Program Learning Outcomes to be assessed, measures to be used, courses targeted for data collection, and plan for analysis of results.
2. Budget and signatures of all team members and program chair (electronic signatures will be accepted).

Mini-Grant Awardees: The Director of Assessment and College Assessment Coordinators will review proposals and notify faculty on whether they have been awarded a mini-grant by **October 15th**. Data must be collected during Fall 2021 and/or Spring 2022.
- **Awardees (at least one member from the team) must attend the following Fall Assessment Workshops (***will be offered via zoom***)**
  1. Assessment in 5 Easy Steps
     October 29, Friday, 10–11:30am. Zoom Link:
     https://calstate.zoom.us/j/81334624873?pwd=QlBrS01HZUkyUTlINURVYVdmNUgvQT09

2. Strategies for Collecting Program Assessment Data
   Friday, November 5, 10–11:30am. Zoom Link:
   https://calstate.zoom.us/j/83951072129?pwd=bXFVTHNlMTVuWEl2eE5UTFFRMGJlZz09
3. Let's Get it Started: Adapting VALUE Rubrics to Assess Almost Any Program Outcome
   November 12, 10–11:30am. Zoom Link:
   https://calstate.zoom.us/j/88676924752?pwd=blBWeVdNSGIxbFExMEtENVlLeXZzUT09
4. The View of Assessment from the Chancellor's Office
   Friday, November 19, 10–11:30am. Zoom Link:
   https://calstate.zoom.us/j/84905816415?pwd=TlVVOWpCVm9LYUJEcTdEK1FWYnpUQT09

- **Final Reports (due last Friday of the AY, May 27, 2022) should include:**
  1. Discussion of methodology, including copies of assessment instruments or rubrics used.
  2. Analysis of results, including tables in Word, figures, or Excel spreadsheets with data as appropriate (some results may still be pending, but provide a description of preliminary results).
  3. Conclusions drawn, such as future continuous improvement or closing the loop actions required (provide projected conclusions if results are still being analyzed).

Reports should be submitted to the Director of Assessment as Word and Excel files, rather than as hard copies. Reports are due by **May 27, 2022.** Other resources relating to assessment, can be found on the Cal State LA website: http://www.calstatela.edu/apra/assessment-resources

Assessment Mini-Grant Proposal Template – 2021/22 AY

Program Learning Outcomes Which learning outcomes will be assessed?	
Assessment Measures What assignment or activity will you use to assess the learning outcome(s)?	
Criteria and Scoring How will you score student achievement?	
Assessment Schedule/Time Line What courses will you sample and when?	
Faculty Responsible Which faculty will coordinate data collection? Data analysis?	
Analysis of Results How will you analyze and disaggregate results?	
Use of Results How will results be shared, discussed, and used to make changes?	
Budget Describe how $2000 in funds will be used, including stipends for faculty or purchase of supplies	

Team Member Signature:	Team Member Name (Print/Type):	Date
Team Member Signature:	Team Member Name (Print/Type):	Date
Team Member Signature:	Team Member Name (Print/Type):	Date
Team Member Signature:	Team Member Name (Print/Type):	Date
Department Chair Signature:	Team Member Name (Print/Type):	Date

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