



### **Department/Program Level Assessment Mini-Grants: July 2016-June 2017**

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The Office of Institutional Effectiveness is pleased to offer mini-grants in support of new assessment initiatives and activities. Assessment can be at the course, program, department or institutional levels.

**Funding priorities:** Priority will be given to projects that will connect the college with external assessment resources. Inviting an external experienced professional to:

- Conduct student focus groups to ask students about departmental survey data or other measures of student learning.
- Coordinate a meeting with instructors who teach the same course to discuss what students are learning and related teaching and assessment methods.
- Pilot with a small sample an instrument that measures learning in the major (e.g., ETS Field Test).
- Attend an on-campus assessment conference to learn more about student and learning assessment or departmental improvement (e.g., NEEAN, NEAIR, AIR, etc.).
- On-campus professional development as related to assessment (i.e. webinar, online course)

### **Proposals guidelines:**

Proposals should be brief (1 page) and should include:

1. Contact information and Department Chair approval.
2. Purpose and description of activity
3. Number of students and staff involved in the project
4. Expenses. Funds may be used for a variety of expenses, such as developing or purchasing assessment tools, printing, mailings, and fees for external reviewers, speakers, consultants, or other guests.
5. Project or event timeline, including follow-up (see below).

**Process:** Please send your proposals to Natalia Zagula in the Office of Institutional Effectiveness ([NZagula@goodwin.edu](mailto:NZagula@goodwin.edu)), who will acknowledge receipt of your proposal and be available to assist you throughout your project. Proposals will be reviewed by the Office of Institutional Effectiveness and you can expect a final response within two weeks. If your proposal is approved, the office will process the payment for the professional consultant fee.

**Deadlines:** Proposals will be accepted on a rolling basis, but you are highly encouraged to plan ahead and submit your proposal well in advance of when you expect to actually need the funds. Additionally, please be aware that even after your proposal has been approved, the Office of Institutional Effectiveness will not sign purchase orders any later than May 19, 2017.

**Follow-up:** Grant recipients will be required to submit, at minimum, a brief 1-page summary report upon completion of the assessment project. You may also be asked to discuss your experience with an appropriate campus group (e.g., staff meeting, faculty forum, CCA, etc.).