

Guidelines for Program Assessment Projects

Deadline for submission: The Learning Outcomes Committee will accept applications for program assessment projects on a rolling basis. As long as there is still money left in the Learning Outcomes Committee budget that is allocated for projects, applications will be reviewed.

Review Process: Once an application is submitted, the Learning Outcomes Committee will review this as soon as possible either via e-mail or at a meeting. The committee will determine whether or not to grant money for the project based on the following preferred and possible qualifications:

Preferred Qualifications:

- Is money left in the budget that is allocated for program assessment projects?
- Does the project focus on one or more of the Campus-wide Outcomes *or* a Program-level Outcome?
- Does the project involve the full cycle of assessment? (This cycle includes starting with a question about teaching or learning at the course or program level, gathering data that will help answer that question, discussing what that data means, illustrating that you've improved teaching and learning as a result of the project.)
- Does the project include full-time and part-time faculty?

Possible Qualifications:

- Does the project include the majority if not all of the sections of the specified course/courses taught at GRCC?
- Does the project include gathering information from surrounding colleges in order to make an external comparison? (It can be useful to compare data gathered at GRCC to similar data gathered at surrounding colleges in order to see if trends at GRCC are found elsewhere.)
- Has the project identified a benchmark (level of satisfactory performance) that will be used to measure the specified outcome(s)?

Stipend Cap: In order to provide an opportunity for a variety of divisions to get money for program assessment projects, no applicant will be awarded more than \$1000 for their project.

Project Timeline and Guidelines: If a project is accepted and awarded funding by the Learning Outcomes Committee, the following guidelines go into effect.

- The applicant has one academic year to complete the project. The start date is the date the application is submitted.

- Upon completion of the project, the applicant needs to fill out a report (see attached form) and submit this to the Learning Outcomes Committee. This report will be published on the Learning Outcomes Committee web page and may be used as part of larger reports to the accreditors during future visits.
- The applicant will be paid once he/she submits the final report to the Learning Outcomes Committee Chair.
- Following the completion of the project, applicants may be asked to share their findings at campus workshops, all-faculty discussions of outcomes, or local assessment conferences.

Application for Program Assessment Projects

1. **Division or Program/Contact Person:** Provide the division or program applying for funds. Also provide a contact person for this project.
2. **Central Question Answered by this Project:** Provide the central question that you hope to answer as a result of this project.
3. **Campus-wide Outcome(s) or Program Outcome(s) of Focus:** Provide one or more of the Campus-wide Outcomes or one or more of your own Program Outcomes that will be focused on during this project.
4. **Description of this Project:** Provide a detailed description of this project. *Make sure to speak to the following items as these are areas that the Learning Outcomes Committee will evaluate in order to determine whether or not to fund the project. You can type this as a separate document if needed.*
 - **Preferred Qualifications:** Does the project focus on one or more of the Campus-wide Outcomes *or* a Program-level Outcome? Does the project involve the full cycle of assessment? (This cycle includes starting with a question about teaching or learning at the course or program level, gathering data that will help answer that question, discussing what that data means, illustrating that you've improved teaching and learning as a result of the project.) Does the project include full-time and part-time faculty?
 - **Possible Qualifications:** Does the project include the majority if not all of the sections of the specified course/courses taught at GRCC? Does the project include gathering information from surrounding colleges in order to make an external comparison? (It can be useful to compare data gathered at GRCC to similar data gathered at surrounding colleges in order to see if trends at GRCC are found elsewhere.) Has the project identified a benchmark (level of satisfactory performance) that will be used to measure the specified outcome(s)?

Assessment Project Report

Directions: Once you have completed your assessment project, answer the following questions and submit them to the Learning Outcomes Committee Chair. Please submit your report to her electronically.

- 1. Description of this Project:** Provide a detailed description of this project as it actually took place. (Note this may differ than the description in your application. Sometimes projects change as you do them.) Make sure to address in your description how the project hit upon the preferred and any possible qualifications listed in the application for the project.
- 2. Description of the data collected:** Provide detailed information regarding the data you collected and the results you arrived at from that data.
- 3. What did you learn?** Describe what you learned as a result of doing this project.
- 4. How did you respond to the results of the project?** What changes did you make as a result of this project? If you didn't change anything, explain why you made that decision.
- 5. Further questions:** What questions were raised by this assessment project? Did this project reveal any areas for further study or research?

Evaluation Form for Program Assessment Project Applications

Project Title/Contact Person:

Amount of money requested:

Evaluation Criteria: <i>Preferred Qualifications</i>	Yes	Maybe	No
Is money left in the budget that is allocated for program assessment projects?			
Does the project focus on one or more of the Campus-wide Outcomes <i>or</i> a Program Outcome?			
Does the project involve the full cycle of assessment? (This cycle includes starting with a question about teaching or learning at the course or program level, gathering data that will help answer that question, discussing what that data means, illustrating that you've improved teaching and learning as a result of the project.)			
Does the project include full-time and part-time faculty?			

Evaluation Criteria: <i>Possible Qualifications</i>	Yes	Maybe	No
Does the project include the majority if not all of the sections of the specified course/courses taught at GRCC?			
Does the project include gathering information from surrounding colleges in order to make an external comparison?			
Has the project identified a benchmark (level of satisfactory performance) that will be used to measure the specified outcome(s)?			

Items of Concern:

Final Decision: (yes/no/additional stipulations)