**Assessment Mini-Grants**

**Request for Proposals**

**AY 2024-2025**

In an effort to support a culture of evidence that informs continuous improvement of programs at Cal State LA, the Provost, through the Office of Graduate Studies, is offering Assessment Mini-Grants for assessment projects to be conducted in 2024-2025. Ten $2,000 Mini-Grants are available to programs to support teams of two full-time faculty for assessment during the 2024-2025 academic year. Both undergraduate and graduate programs are eligible to apply.

Cal State LA will be up for reaccreditation in 2027-2028. The Self-Study document and appendices will be completed during the 2026-2027 academic year. These Assessment Mini-Grants will be used in the next three years to directly support re-accreditation and to provide the evidence of programmatic improvement needed for WSCUC.

We are only accepting proposals that will respond to one of the following two projects:

**Project 1 - Undergraduate**

* Use one of the undergraduate assessment rubrics developed by faculty working with the Educational Effectiveness and Assessment Council - Oral Communication, Writing and Critical Thinking, Quantitative Reasoning, Information Literacy, Diversity, Civic Engagement, Natural Sciences, Social Sciences, Lifelong Learning. These may be found here: [Assessment Resources | Cal State LA](https://www.calstatela.edu/apra/assessment-resources)
* Identify the courses and the specific assignment where the rubric will be used
* Specify how the data will be analyzed and how the information will be disseminated
* Describe the resulting programmatic improvement

**Project 2 - Graduate**

* Use one of the graduate assessment rubrics developed by faculty working with the Educational Effectiveness and Assessment Council to assess Graduate Learning Outcomes
* Identify specifically where the rubric will be used (i.e., Comprehensive Exams, Theses, Culminating Projects)
* Specify how the data will be analyzed and how the information will be disseminated
* Describe the resulting programmatic improvement

Proposals will be evaluated based on the following criteria:

* **Proposal focuses on direct 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 either the assessment of one of the five core competencies, GE learning outcomes, or Graduate Learning Outcomes.**

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”.

For proposals focusing on General Education, the General Education Learning Outcomes may be found here:

<https://www.calstatela.edu/undergraduatestudies/general-education>

Mini-Grant awardees must attend either the Project 1 Workshop or the Project 2 Workshop (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, graduate), 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 described 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 of 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 the 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 promotes processes and/or develops instruments and methods that can be used for program assessment in future years, even when funding is not provided.

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

* Tuesday, October 1, 11:00am-12:00pm. Zoom Link:
* Monday, October 7, 1:00-2:00pm. Zoom Link:
* Wednesday, October 9, 10:00pm-11:00am.

Zoom Link:

<https://calstatela.zoom.us/j/81470283816>

Proposals are due by **Wednesday, October 22, 2024.** They should be emailed as attachments to the Director of Assessment, David Connors, at [dconnor@calstatela.edu](mailto:dconnor@calstatela.edu).

**Mini-Grant Proposals (due 10/22/24)** 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).

* **Awardees (at least one member from the team) must attend the appropriate Workshop (***will be offered via zoom***)**

1. Project 1 Workshop

*Friday, November 1, 10:00–11:00am*

1. Project 2 Workshop

*Friday, November 1, 11:00am-12:00pm*

Zoom Link:

<https://calstatela.zoom.us/j/82355245345>

* **Awardees must complete:**

1. Faculty Additional Employment Pre-Authorization Form must be submitted by November 1, 2024.
2. Faculty Additional Employment Pre-Authorization Form with the Final Report attached by April 18, 2025.

* **Final Reports (due third Friday of April, April 18, 2025) 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 **April 18, 2025.** Other resources relating to assessment, can be found on the Cal State LA website: <http://www.calstatela.edu/apra/assessment-resources> It is crucial that the Final Reports are submitted (as well as the Faculty Pre-Authorization Form) before the end of the fiscal year (June 2025). If this deadline is missed, we will not be able to fund the project.

**Assessment Mini-Grant Proposal Template – 2024/25 AY**

|  |  |  |
| --- | --- | --- |
| **Program Learning Outcomes**  Which learning outcomes will be assessed?  For Project 2 – All Graduate Outcomes on the provided rubric must be assessed. You may add additional items specific to your discipline (i.e., PLOs you may want to assess for additional data) |  | |
| **Assessment Measures**  What assignment or activity will you use to assess the learning outcome(s)? | For Project 2 specify thesis, project report, or dissertation | |
| **Criteria and Scoring**  How will you score student achievement? | Use scoring Rubric | |
| **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? | As appropriate | |
| **Use of Results**  How will results be shared, discussed, and used to make changes? |  | |
| **Budget**  Describe how $2000 in funds will be used as stipends for faculty |  | |
| 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 |

**\*\*\*\*\*\***