Assessment Project Mini-Grants 2021 Call for Proposals

The University Assessment Council invites applications for assessment project mini-grants. These grants are available for **faculty and staff** to support assessment projects that promote improvements in teaching, learning, curricular enhancements, and program delivery. $6,000 will be awarded in FY 2022 for grants of up to $1,000 per project.

Purpose

UNC's Strategic Enrollment and Student Success (SESS) plan and strategic vision, *Rowing, Not Drifting 2030*, emphasize a student-first approach with a strong focus on equity and inclusion. The Assessment Council supports the university's goals and priorities by funding projects and initiatives designed to improve or enhance student learning as an important measure of student success.

Assessment mini-grant proposals should address one or more of the following areas:

1. Program Level Assessment – Examples of possible projects include but are not limited to:
   - Program assessments focused on reducing equity gaps in student learning and other success outcomes
   - Investigating specific questions about student learning in academic or co-curricular programs (e.g., why students struggle to develop a research question in the senior capstone; what types of out-of-class experiences have the most impact on career readiness, etc.)
   - Evaluating strategies for involving adjunct instructors and/or teaching assistants in program assessment
2. Course or Activity Level Assessment – Examples of possible projects include but are not limited to:
   - Assessments of teaching and learning in different modalities (face-to-face, online only, mixed)
   - Implementing low stakes assessment in a course and evaluating the impact on student learning
   - Assessing in class and/or co-curricular learning and development experiences that contribute to student sense of belonging
3. Assessment Methods – Examples of possible projects include but are not limited to:
   - Pilot testing assessment methods used across multiple courses or activities (e.g., course-embedded assignments, common exams, portfolios, etc.)
   - Evaluating the reliability and validity of assessment instruments such as multiple-choice tests or surveys
   - Developing methods for collecting learning outcomes data in co-curricular programs that don't offer cohort-based programming

While all assessment-related proposals will be considered, Priority Points will be offered to proposals that meet the following priorities:

1. Proposals from new applicants who have not previously received an assessment mini grant.
2. Proposals for collaborative projects involving two or more departments or programs.
3. Proposals that explicitly describe how the project would contribute to Rowing, Not Drifting 2030 and/or the SESS Plan.

Information about previously funded projects is available here: Past Assessment Mini-Grant Projects.

Eligibility Requirements
- Faculty (all ranks) and staff on contract during FY 2022 (July 1, 2021-June 30, 2022).
- Departments and programs that have student learning or development as part of their mission.
- Individuals or teams may apply. Students may participate as team members; however, a faculty or staff member must actively serve as the PI for the project.
- Individuals may submit only one application on which the individual will serve as the PI. There are no restrictions on the number of applications on which an individual may be listed as a team member. The PI must be an active participant in the assessment project.

Award Requirements
Successful applicants are required to complete the following activities by August 31, 2022:
- Submit a brief (no more than 5 pages) report describing the project, its outcomes, and how the results were or will be used to enhance student learning.
- Present about the project at the 2022 UNC Teaching and Assessment Symposium (March 22, 2022). Presentations can discuss in-progress or completed projects. An abstract request will be sent in early spring 2022.
- Provide the Center for the Enhancement of Teaching and Learning a completed project report, poster file, and any supplemental materials to be posted to the online Teaching and Assessment Symposium Event Community.

Allowable Costs
The grant may be used to fund any expense allowable under UNC fiscal policy. Examples to consider include the following:

- Assessment books, resources, or instruments
- Assessment planning retreat(s)
- External consulting from disciplinary experts in assessment
- Hourly student employment to assist with data collection and/or analysis
- Faculty/staff development resources
- Faculty stipends
- Survey or focus group incentives for student participants

Please note that costs associated with official functions, personal service agreements, student incentives, and/or travel have specific approval processes that must be completed before funds can be spent. The award of funds is a contract between grant recipients and the university. All funds must be expended by the end of Fiscal Year 2022 (June 30, 2022). Deviations from the proposed use of funds must be approved in advance of the change.

Proposal Process and Deadlines
Provide a written proposal that includes the following:

Cover Page
- Project title
- Applicant or team leader's name, title, and contact information
- Applicant's department or program
- Name, title, and department or program of other team members if applicable
- Signatures: Applicant/team leader, Chair or Director, Dean/AVP (electronic signatures okay)

Narrative (10-page limit)
A rubric is provided at the end of this document for more details about the scoring criteria.

The narrative should address the following:

1. The purpose of the project and its goals (be sure to explicitly describe how the project addresses one or more of the three assessment areas described above (program assessment, course assessment, assessment methods). **6 points**
2. Description of the project including the specific tasks and activities that will be completed along with a timeline for completion. **12 points**
3. Description of a plan for sharing and using the results. **6 points**
4. A budget and budget narrative that explains why the expenses described in the budget are necessary and appropriate for completing the project. Describe any additional funds that will support the project if applicable. **6 points**
5. Priority Points – **4 points** (1 point each for priority areas 1 and 2; 2 points for priority area 3)

Sample Budget

Description	Amount
5 copies of book *Assessing Academic Programs* (5 @ $25.00/copy)	$125
Hourly wage for graduate student to collect and organize assessment documents ($15 x 50 hrs)	$750
Faculty assessment summer retreat (Official function – 6 people @ $15 per person)	$90
Total	$965

Examples of successful proposals are available online.

Proposals should be submitted by March 29, 2021, for priority review. Proposals submitted after that date will be considered until all funds have been awarded.

Proposals may be submitted electronically to Kim Black, Assistant Provost for Academic Effectiveness, at kim.black@unco.edu.

Assessment Mini-Grant Scoring Rubric

Assessment question or topic	Proposal does not address an assessment question or topic related to program assessment, course assessment, or assessment methods.	Proposal addresses an assessment question or topic related to program or course assessment or assessment methods but has limited potential for positively impacting student success.	Proposal addresses an assessment question or topic related to program or course assessment or assessment methods, and has the potential for significant positive impact on student success.
Project description	Proposal does not provide a clear description of the project.	Proposal provides a description of the project but lacks details.	Proposal provides a detailed description of the project.
Purpose and goals	Project is not intended to improve curriculum, pedagogy, learning, or program delivery.	Project may contribute to improving curriculum, pedagogy, learning, or program delivery, but improvement is not the primary purpose.	Project's primary purpose is to improve curriculum, pedagogy, learning, or program delivery.
Description of tasks and activities	Proposal does not provide an adequate description of tasks and activities to be completed.	Proposal provides a description about tasks and activities but has some gaps.	Proposal provides a detailed description of the tasks and activities to be completed.
Quality of tasks and activities	Tasks and activities are not well-aligned to the purposes and goals of the project.	Tasks and activities are adequately aligned to the purposes and goals of the project.	Tasks and activities are well-aligned to the purposes and goals of the project.
Timeline	The timeline is not appropriate to ensure completion of the project within the funding period.	The timeline is likely to be completed within the funding period.	The timeline is well-designed to ensure the project is completed within the funding period.
Sharing results	No plan for sharing results is provided.	A plan for sharing results is provided but is vague or only includes required presentations and submissions.	A detailed plan for sharing results is provided that describes plans for internal and/or external communication of results beyond the required presentation and submissions.
Using results	Limited or no information is provided about how results will be used.	Proposal indicates results will be used but does not provide details.	Proposal describes in detail how the results will be used.
Budget	Budget request is not appropriate to the project's purpose and goals.	Budget request is adequately aligned to the project's purpose and goals.	Budget request is well-aligned to the project's purpose and goals.
Budget narrative	Budget narrative does not provide a sufficient rationale for how funds will be spent.	Budget narrative provides a rationale for how some funds will be spent but lacks some detail.	Budget narrative provides a clear rationale for how all funds will be spent.
Priority 3	Proposed project does not contribute to Rowing, Not Drifting 2030 and/or SESS Plan.	Proposal references Rowing, Not Drifting 2030 and/or SESS Plan but does not explicitly describe how project would contribute.	Proposal explicitly describes how the project would contribute to Rowing, Not Drifting 2030 and/or SESS Plan.