**Southwest Minnesota State University**

**ASSESSMENT MINI-GRANT APPLICATION**

**COVER PAGE**

SMSU has established assessment mini-grants in order to facilitate success in assessment activities at all levels across campus. Academic areas (e.g., programs and departments) as well as non-academic areas (e.g., student affairs and student-life) should be engaged in the assessment of student learning outcomes associated with the liberal education program (LEP), academic programs, and non-academic learning experiences. The Committee for Institutional Assessment (CIA) encourages applications for mini-grants to offset the cost of these assessment activities and to encourage progression through the four levels of assessment.

* + **Level One:** Identify and define student learning outcomes
	+ **Level Two:** Determine assessment measures, assessment plans, and evidence collection processes
	+ **Level Three:**  Analyze collected data or evidence using previously defined assessment measures
	+ **Level Four:** Use analyzed data or evidence to support sustained success or implement practices for continuous improvement

Requested funds may be used for the following items: food, printing costs, reference material, copy paper, assessment instrument purchase or development, student help, and so forth. Grants will be awarded three times during the academic year, please see application deadlines listed below.

**All grant recipients are expected to complete a final report** of progress resulting from the grant to the CIA **by the deadline indicated in the award letter** via the University Assessment Coordinator. Recipients should utilize the report template located on the CIA webpage.

**Funding Criteria:**

* Grant applications are limited **to one per program** or **non-academic unit** per fiscal year.
* Priority will be given to programs/units not previously funded.
* **Mini-grants are fixed awards of $200. Mini-grants will be awarded only while funds remain available.**
* Grant funds **must be expended or services received by June 30th of the fiscal year.** There will be no carryover of funds into the next FY. Unencumbered funds will be returned to the general CIA account.
* **If assessment activities are completed by June 1st**, grant recipients **must submit a final report to the CIA by June 1st** to allow its inclusion in the Department’s Annual Report. Please use the report template on the CIA website and the report deadline noted in your award letter for activities occurring during the summer.
* Retroactive requests for activities completed prior to the announced period covered will be considered for funding, but only if such a proposal is submitted during the first application round following the activity and is within the same fiscal year.

**Applications are reviewed on an oingoing basis until funds are depleted.**

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**To Apply:** Please provide the information identified in items 1-7 below. Save the completed document to your computer and send it as an email attachment to Jeffrey.W.Bell@SMSU.edu.

1. **Name of program, department, unit or other group involved in this assessment project:**
2. **Name, phone number, and email address of the principle contact person for the project:**
3. **Name, phone number, and email address of all project participants:**
4. **Project timeline including dates when project will be started and completed:**
5. **Give a brief description of your proposed assessment activity:**
6. **Indicate level of assessment for this project:**
	1. Level One [ ]  (Continue to 6a)
	2. Level Two [ ]  (Continue to 6b)
	3. Level Three [ ]  (Continue to 6c)
	4. Level Four [ ]  (Continue to 6d)

***6a. Level One:***

**6a1. Check initial assessment activities related to student learning outcomes (SLO) as required by program/department/unit.**

[ ]  Review Program/department/mission

[ ]  Review Program/department/accreditation standards

[ ]  Review Program/department/unit goals

[ ]  Review Learning Outcomes for identified goals

[ ] Identify and define Student Learning Outcomes

[ ]  Other (explain, use additional pages if needed)

**6a2. Check the specific goals to be completed with this application.**

[ ]  Development of goals

[ ]  Development of learning outcomes for identified goals

[ ]  Other initial development of SLOs (explain, use additional pages if needed)

***6b. Level Two:***

**6b1. Provideassessment measures, assessment plans, and evidence collection processes.** *(Include copies as a separate attachment)*

[ ]  Identification of assessment measures/tools to be used

[ ]  Assessment plan for implementation of assessment activities (see “*Creating a Plan for*

 *Assessment of Student Learning*” link on the CIA web page): <http://www.smsu.edu/administration/committees/cia/resources_and_links/plan_for_assessment_of_student_learning_for_cia.pdf>

**6b2. Check the assessment activities that will be determined, developed, and provided as a result of project.**

[ ]  Survey [ ]  Standardized Assessment Tool

[ ]  Pre-/Post-Test [ ]  Quantitative/Statistical Analysis of Data

[ ]  Rubric Development [ ]  Qualitative Collection/Analysis of Data

[ ]  Focus Group

[ ]  Portfolio Review [ ]  Other metrics (specify, use additional pages if needed)

***6c. Level Three:***

**6c1. Provide a plan for analysis of collected data or evidence using previously defined assessment measures** *(Include listing as a separate attachment)*

**6c2. Check the assessment activities included in this project.**

[ ]  Review of assessment data [ ]  Analysis of collected data or evidence

[ ]  Other analysis (specify, use additional pages if needed)

***6d. Level Four:***

**6d1. Provide a plan for using analyzed data or evidence to support sustained success or implement practices for continuous improvement** *(Include listing as a separate attachment)*

**6d2. Check the assessment activities included in this project.**

[ ]  Curriculum re-development [ ]  Planning for implementation of new curriculum

[ ]  Drafting Cyclical Program Review [ ]  Drafting Cyclical Accreditation Reports

[ ]  Other (specify, use additional pages if needed)

1. **Provide a budget and explanation for which the grant funds will be used.** *(Include as a separate attachment)*
2. **Save the completed document to your computer and send it as an email attachment to** **Jeffrey.W.Bell@SMSU.edu****. Be sure to include all attachments needed to process the application.**

More information regarding assessment at SMSU can be found at: [**http://www.smsu.edu/Administration/Committees/CIA/**](http://www.smsu.edu/Administration/Committees/CIA/)

*The CIA Committee reserves the right to correct errors.*

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