In an effort to support a culture of evidence that informs continuous improvement of programs at Cal State LA, the Provost through Office of Graduate Studies is offering assessment mini-grants for projects to be conducted in 2019-2020. Annual Assessment Reports are completed every year and forwarded to the Director of Assessment for review.

Ten $2,000 mini-grants are available to programs to support teams of two or more full-time faculty for assessment during the 2019-2020 academic year. Both undergraduate and graduate programs are eligible to apply. 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 the assessment of at least one of the five core competencies: written communication, critical thinking, information literacy, quantitative literacy, oral communication, or GE learning outcomes such as diversity or civic engagement.**
  The WASC Senior College and University Commission (WSCUC) asks institutions to describe how the curriculum of all programs addresses these five core competencies. These competencies are also part of Cal State LA’s Institutional Learning Outcome, “Proficiency: Intellectual Skills”. In 2019-2020, Cal State LA will be assessing information literacy and the GE outcome diversity at the institutional level. Mini-grant awardees will learn how to align their program-level assessment projects with the institutional projects by attending one or more of the Fall Assessment Workshops (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), 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 describe goes beyond the regular assessment processes expected of faculty.

- **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 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 develop instruments and methods that can be used for program assessment in future years, even when funding is not provided.

Participation in the following (any one) Mini-Grant information session will be required for all mini-grant team members (Venue: LIB North A 124 Graduate Resource Conference Room):
- Friday, September 13, 1-2 p.m.
- Wednesday, September 18, 2-3 p.m.
- Monday, September 16, 12-1 p.m.
- Thursday September 19, 10-11 a.m.

Proposals are due by Tuesday, October 1, 2019. They should be emailed as attachments to the Director of Assessment, Veena Prabhu, at vprabhu@calstatela.edu.

Mini-grant Proposals (due 10/1/19) 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).

Mini-Grant Awardees: The Director of Assessment and College Assessment Coordinators will review proposals and notify faculty on whether they have received a mini-grant by October 15th. Data must be collected during Fall 2019 and/or Spring 2020.

Awardees (at least one member from the team) must attend the following Fall Assessment Workshops:
1. Strategies for Collecting Program Assessment Data, Thursday, October 24, 3 – 4:30 p.m.
2. Examining Information Literacy Across the Curriculum, Thursday, October 31, 3 – 4:30 p.m.
3. Examining Civic Engagement Across the Curriculum, Friday, November 8, 10a.m. – 11:30 a.m.
4. Examining Diversity Across the Curriculum, Thursday, November 14, 3 – 4:30 p.m.

Final Reports (due 6/15/20) 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 June 15, 2020.

Attached you will find an example of a final report. Other resources relating to assessment, can be found on the Cal State LA website: http://www.calstatela.edu/apra/assessment-resources
## Program Learning Outcomes
Which learning outcomes will be assessed?

## Assessment Measures
What assignment or activity will you use to assess the learning outcome(s)?

## Criteria and Scoring
How will you score student achievement?

## 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?

## Use of Results
How will results be shared, discussed, and used to make changes?

## Budget
Describe how $2000 in funds will be used, including stipends for faculty or purchase of supplies

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