



California State University, Fresno
Office of the Provost/Vice President for Academic Affairs
Office of Institutional Effectiveness

**2012-13 REQUEST FOR PROPOSALS
ASSESSMENT:
IMPLEMENTING DIRECT MEASURES OF STUDENT LEARNING AND
USING THE RESULTS FOR PROGRAM IMPROVEMENT**

Overview

The assessment of student learning, student development, and program outcomes is essential to the health and vitality of academic programs at California State University, Fresno. The purpose of implementing student outcomes assessment is to *advance student learning through improved curricula and instruction*. In support of this purpose at the program and department levels, this RFP solicits proposals to *implement direct measures* of student learning that will be used to improve academic programs. In contrast to opinion surveys and instruments that gather self-reports of student knowledge, direct measures of student learning are generated when students are evaluated in their performance of a stated objective. Examples of direct measures include tests, portfolios, performances or presentations, capstone projects, term papers, entrance and exit exams, and licensure pass rates.

Proposals may seek funding, for example:

- To develop and implement local examinations that will be administered across course sections and measure what students know and/or can do at a specific stage of their academic program,
- To utilize scoring rubrics on writing assignments across multiple sections of a course
- To design and conduct performance activities that document what students know and/or can do at a specific stage of their academic program,
- To acquire designated national examinations for a one-time administration. (Note: The proposal must include a commitment to subsequently administer the examination for follow-up at department or college expense. This commitment must be included in the Department Chair/Dean's supporting letter.),

Care should be given in the proposal to connect the proposed measures to stated goals and objectives of the program as well as their relationship to the program SOAP (Student Outcomes Assessment Plan). If the activity projected is not specifically related to the SOAP, additional justification should address the value of the proposed activity to the program's on-going assessment activities. Funding for development of local assessment activities and/or purchase of national examinations should be included in the projected budget, if needed, as well as preparation time to undertake the projected activity and to analyze and report results. The final report should be in a format appropriate for presentation to your colleagues or for inclusion in a University publication on assessment and should be specific about how the results are being used. Final reports will be due two weeks after completion of the project and will be posted on the University's website. Note: This project must produce findings and there must be evidence that those findings have been disseminated to program faculty and are being used by the end of the grant period.

Eligibility

Any individual or team representing an academic program or department may submit a proposal for the program or department. The proposal must contain a supporting letter from the chairperson or program coordinator (*See below*). Teams may include partnerships with units outside of individual departments, such as General Education, the Honors College, or service providers for core classes to a program, in which case supporting letters from all chairpersons involved should be included. College teams are encouraged to submit proposals that coordinate assessment of common learning outcomes across their college, and that substantially improve the overall assessment activities of the departments involved.

Application Materials and Procedure

One hard copy and an electronic copy of the following materials should be sent to Christina Leimer (cleimer@csufresno.edu), Associate Vice President for Institutional Effectiveness, 4th Floor, Haak Administrative Center, Henry Madden Library, M/S ML47, by 5 p.m., March 16, 2012.

1. A project proposal narrative of maximum five pages, single-spaced, 12-point font that addresses:
 - a. The integration of proposed practices with on-going program/departmental activities and their relationship to the SOAP (or SOAPs if the project partners with units outside individual departments)
 - b. Methodologies/procedures to implement
 - c. Anticipated impact of the project, including
 - i. improvements in specifically delineated areas of curricula or teaching
 - ii. on-going benefits beyond the year developed
 - d. Project time line (to be completed by the end of the Spring 2013 term)

In addition to the narrative, proposal appendices should include (only):

2. A detailed, itemized budget for \$2,000 to \$5,000. Funds may be used for faculty stipends, release time, student salaries, purchase of test materials, travel related to the purpose of the grant or other necessities to accomplish the goal of the grant. The typical award for faculty stipends is \$3,000; larger requests will require strong justification.
3. A supporting letter from the chairperson(s) or program coordinator(s) of the program(s)/department(s) represented and signed approval from the college Dean. (Note the funds disbursement arrangement stated below as the Dean's signature represents support of the proposal and agreement with grant requirements.)
4. A copy of the current program/departmental SOAP (or SOAPs if project partners with units outside individual departments). Include a brief summary of progress to date implementing the SOAP(s).

Time Frame

Proposals must be submitted no later than 5 p.m., March 16, 2012. Notification of awards will be made before the close of Spring term 2012. Funding is for Summer 2012 through Spring term 2013 and must be spent before the last day of instruction in Spring term 2013. However, *please note that funds will be held in the OIE office until a final report that meets all requirements is submitted.* At that time, OIE will transfer the funds to your college according to the Dean's instructions. Reports are due no later than two weeks after completion of the project.

Selection Criteria

Proposals will be reviewed and ranked by selected members of Academic Affairs and faculty. The criteria for selection include the following:

- Submission of all required proposal components
- A well written and complete narrative that follows all criteria in the Application Materials and Procedure section above
- A project that utilizes direct measures of assessing learning outcomes
- A project with good fit between objectives and methodologies
- A project that demonstrates clear intent to use the results for program improvements to curricula and teaching
- A project that can be completed with use of results in progress prior to the end of the funding period.
- A project with potential impact for on-going benefits beyond 2012-2013.
- An appropriate, logical, and reasonable budget
- Substantive projects that build on ongoing assessment work or that are innovative and offer the potential to make a significant contribution to improved student learning will be given highest priority. Additional funding for such projects may be available after their completion if the project and use of results warrant publication or conference presentation.

Visit the OIE website at <http://www.csufresno.edu/oie/assessment/projects.shtml> to see **Tips for Getting the Grant**, including good proposal examples.