Chapter XVI: SCHOLARSHIP OF ASSESSMENT GRANTS

The Scholarship of Assessment Grants at Truman State University were begun in the summer of 2003 by the Vice President for Academic Affairs. Now in their second year, the Grants provide an opportunity for faculty and staff at Truman to conduct research over the summer using institutional, divisional, or discipline assessment data. The Grants are directed toward two basic goals: 1) to improve the quality of student learning and development at Truman, and 2) to enhance the culture of assessment through faculty and staff participation in assessment research and scholarship. The review committee received five proposals in 2004; all were approved for funding.

As with last year, the 2004 Grant recipients were required to turn in a preliminary report and a final report to the Office of the Vice President for Academic Affairs. The timeline for these reports was different in 2004 in order to better reflect when the research was being conducted and finalized. Therefore, the preliminary reports were due on September 1, 2004, and the final reports were due on December 1, 2004. (For Summer 2003 Grant recipients, the final reports had been due by March 1, 2004.) The new timeline more efficiently allows for the results of the Grant work to be presented at a campus-wide forum such as the Assessment Colloquium or the University Conference. Each 2003 recipient presented at a campus-wide forum, and that is the goal for the 2004 recipients as well. In fact, one 2004 presentation has already occurred at the October Assessment Colloquium. With the final reports due in December instead of March, it should be easier for the Grant recipients to present their final results during a Spring Assessment Colloquium or other venue in the spring.

Funding in 2004 was administered as it was in 2003. Recipients could request up to $1000 for a single-investigator project, $1500 for two investigators, and $2000 for three or more investigators. The proposals were rated for clarity of purpose, appropriateness to the grant purpose, project description, timeline feasibility, application of results, intended communication of results, and benefits to student learning. Four different academic divisions and two administrative offices were represented in the 2004 proposals, for a total of five projects and ten investigators. Table 1 lists the titles, recipients, and divisions involved:

Table 1 – 2004 Scholarship of Assessment Grants

Title	Faculty	Staff	Division
Teaching HIST 231 Introduction to History and Historiography as an Extended Truman Week Class	3	0	Social Science
Promoting Student Success: Development and Assessment of an Early Identification Model	0	3 (including 1 GTRA)	Graduate Office & VPAA Office
Developing Authentic Assessment for Formative and Summative Graduate Student Evaluation in Communication Disorders	2	0	Human Potential & Performance
Mathematics Placement: Assessing and Revising Truman's Current System for Assigning First-Year Students to their Introductory Mathematics Course	1	0	Math & Computer Science
Pilot of Collegial Review of Student Writing	1	0	Language & Literature

Two of the funded projects are discipline-specific: History and Communication Disorders. The other three projects affect the University as a whole. One project, the Pilot of the Collegial Review of

Student Writing, is one of three prongs of the University's new writing assessment. The Pilot Review was conducted by several faculty members, done in part with Truman's Portfolio Project. For more information on the new writing assessment, see Chapter VII of the *Almanac*.

The 2004 Assessment Grants represent a wide range of interests on campus. It will be important in the coming months for the greater campus community to learn from this important research. Thus, a website has been developed for the Grants. The campus community is invited to visit http://assessment.truman.edu/grants/index.htm to read about the Scholarship of Assessment Grants, the guidelines, and current and past projects. The final reports from Summer 2003 are posted on the same website at http://assessment.truman.edu/grants/2003.htm. Once the Summer 2004 final reports are received, they, too, will be posted online. From a combination of this website and presentations on campus, it is the hope of the Vice President's Advisory Committee on Assessment Analysis and Reporting Group that more communication of assessment projects' findings on campus will result in a greater appreciation for what assessment can do for the University and its students.

The following pages contain the 2004 Scholarship of Assessment Grant guidelines and forms.

Scholarship of Assessment Grants
General Guidelines
Truman State University
Summer 2004

I. Purpose

In response to calls from the campus community for improved analysis and use of assessment data to guide and inform decisions, the university has provided funding for assessment grants. These grants are directed toward two basic goals: 1) to improve the quality of student learning and development at Truman, and 2) to enhance the culture of assessment through faculty and staff participation in assessment research and scholarship. All competitive grant proposals will focus on the use of assessment data to answer questions of importance to the university community.

We invite grant proposals that examine university-wide issues as well as discipline-directed questions. Faculty and staff may submit proposals in any number of areas, including (but not limited to) improving curriculum structure, developing and refining student learning outcomes in the disciplines, improving retention and graduation rates, enhancing student success, enhancing student assessment motivation, and improving current assessment tools.

II. Eligibility and Restrictions

Eligibility is limited to full-time faculty and full-time staff. Awards will be made only for projects originating from and directed by the faculty or staff applicant(s). Faculty must have an appointment at Truman State University for the entire period of the grant. Salary may not be requested for work proposed during sabbatical or University leave. Full-time staff may not request salary in the grant budget. Funds are not to be used toward the completion of an advanced degree.

No investigator will receive funding for more than two years out of any three-year period. A faculty member may request support for only one project during a given year. Reviewers are not eligible to receive an award from the Review Committee.

Because limited funds are available, the Review Committee cannot consider projects for: (1) the improvement of the applicant's teaching or individual course development; (2) the writing of textbooks; (3) the editing of anthologies, except those in which the editing involved original research on the part of the investigator; (4) the subvention of publication costs for a book; or (5) professional memberships.

III. Support

The total grant request, including salary, travel, and software, may not exceed $1,000.00 for a project conducted by a single investigator, $1500.00 for a project involving two investigators, and $2000.00 for a project involving three or more investigators.

IV. Review Criteria and General Conditions for Awards

The Review Committee seeks to identify and recommend the most meritorious applications for support. In evaluating each proposal, the most important consideration will be the quality of each project. Review of proposals will be based on the following considerations and proposals meeting these criteria will be given preference:

- How well the proposal meets the goals of the grant
- The appropriateness of methodology/research
- The feasibility of the project
- The expected application of results
- Strategy for communicating and/or disseminating results
- Clarity and conciseness of the proposal

V. Evaluation of Proposals

An anonymous review process will be employed to evaluate all proposals. The Review Committee will make recommendations for awards to the Vice President for Academic Affairs who holds the final authority for awarding funds. Award notices will be sent to recipients from the Vice President for Academic Affairs. Unsuccessful applicants will receive a communication describing the reasons for denial of the grant upon request.

VI. Grant Reports

Preliminary grant reports will be due to the VPAA Office by September 1, 2004. Final reports are due on December 1, 2004 to the VPAA Office. Grant recipients will also be expected to present and/or publish results to the campus.

Scholarship of Assessment Grants
Proposal Format Guidelines

Truman State University

Summer 2004

Division Office Submission Deadline: March 1, 2004, 5:00pm

VPAA Office Submission Deadline: March 8, 2004, 5:00pm

Maximum Award: $1,000.00, $1500.00 (two investigators), $2000.00 (three or more investigators)

Present your project under the following headings and in the following order. Page maximums for each section are indicated below. Text should be typed, at least 10-pt. font, and double-spaced. Use one-inch margins on all pages.

1. Application Form. Complete and sign the front page, and be sure to complete the Summary of Current and Previous Grant Support on the back of the Application Form. This information will not be used by the Review Committee in the evaluation of the proposals. Applicants' names should only appear on the Application Form. **NO OTHER IDENTIFYING MARKS SHOULD APPEAR ANYWHERE ELSE IN THE PROPOSAL.**

2. Project Title and Abstract. (one page maximum) Briefly give an overview of the purpose and importance of the project, the objectives, methods, and impact of the project, and how the results will be made available to a wider audience. Please also explain how your project will meet the goals of the assessment grants.

3. Project Description. (six pages maximum)

    a. Purpose. Briefly describe the nature and purpose of the proposed project in clear terms.

    b. Context and Significance. Explain the background and context of the project. Explain the significance and feasibility of your project and how it will make a difference.

    c. Objectives. Provide an explanation of what will be accomplished during this project. Objectives should be measurable when possible. Outcome measurements, if used, should be made as explicit as possible.

    d. Methods or Activities. Describe the specific methods, techniques, or procedures you will use to accomplish the project's objectives. Give approximate times for completing each phase of the project. Specifically indicate what you plan to accomplish during the summer period, and explain the role students will play if they are involved.

    e. Communication. Briefly explain how you will communicate the results of your work to a broader internal audience and, if applicable, an external audience. Also provide a plan for dissemination and/or application of results.

4. Timeline: (one page maximum)
    Include a timeline that sequentially shows the progression of activities that will take place during the entire grant period. The timeline may be presented graphically or in outline form.

5. Budget Justification: (one page maximum)
    Show a breakdown of the funds requested. Explain requests for funds from any category of the project that might not be explicitly clear to the Review Committee. If funds for travel are requested, explain why the trip is necessary for the successful completion of the project and when the trip is expected to take place.

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Scholarship of Assessment Grant
Application Form
Truman State University
Summer 2004

Division Office Submission Deadline: March 1, 2004   VPAA Office Submission Deadline: March 8, 2004
Preliminary Report Deadline: September 1, 2004   Final Report Deadline: December 1, 2004

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Please complete this application form, sign your name(s) at the bottom and attach it to the front of your proposal. Do not place your name or any other identifying information on the proposal or related documents.

Applicant(s): _____

Office/Division(s): _____   Discipline (if applicable): _____

Applicant Title(s): _____

Proposal Title: _____

_____

Budget Summary

Limited funds are available for 2004 Assessment Grants. The total grant request, including salary, travel, and software, may not exceed $1,000.00 for a project conducted by a single investigator, $1500.00 for a project involving two investigators, and $2000.00 for a project involving three or more investigators.
Faculty will only be allowed to earn up to $3,000 total from all Truman internal grants in an academic year. University regulations do not allow pyramiding of salaries. Faculty should consider all requests for summer salary in light of this policy. (E.g. the $1,000 Undergraduate Research Stipend Faculty Addendum plus salary from an Internal Truman Research Grant cannot exceed $3,000.)
For questions, contact Sue Pieper in the Vice President for Academic Affairs Office at x4248 or spieper@truman.edu, who will forward your question to the Review Committee.

Type of Support	Funding Requested
Summer Salary	
Student Assistantships	
Support (travel, equipment, etc.)	
TOTAL	

Summer Appointment: List the specific summer time period(s) you will dedicate to this project.

From: _____ to _____;   From: _____ to _____

Signatures:

_____/_____   _____/_____
(Applicant 1 Signature / Date)   (Applicant 2 Signature / Date)

_____/_____
(Signature and Date of Supervisor *if applicant is a staff member*)

Summary of Current and Previous Grant Support

Applicants must complete this page in order to have a grant application considered.

1. If other internal or external support has been awarded for this project, explain the need for the Scholarship of Assessment Grant that is being requested.

2. Any additional information to complete or support the information provided on this form.