ASSESSMENT COUNSEL

Apply Now! Provost's Assessment Incentive Award 2013-2014

Proud of your assessment activities? Actively using results for meaningful program improvement? Then we strongly encourage you to apply for the 2013-2014 Provost's Assessment Incentive Award!

The Provost and deans have developed an award that recognizes high achievement and carries a substantial, unrestricted cash incentive.

Applications are due by December 6, 2013. Please see below for the application and selection criteria.

HELPFUL REMINDERS FOR THE OCTOBER 1 DEADLINE

Assessment reports for 2012-2013 are due by October 1. Here are some helpful reminders as you prepare your submissions:

1. Use 2011-2012 feedback

All departments received feedback on the reports that were submitted last year based on 2011-12 assessment activities. Please review these reports prior to submitting your reports on 2012-13 activities.

2. Remember October 1

Last year reports were submitted throughout the year, although the deadline was, in fact, October 1. This year you should view the October 1 date as a firm deadline. If for some reason you believe that your program cannot meet this date, you need to communicate immediately with your college assessment coordinator.

3. Remember that reports must be submitted through WEAVEonline

The reports have two sections—one dealing with Findings and one dealing with your Analysis of the findings. Regarding Findings, remember that an entry must be made for each Target associated with each Measure. That is, you need to make an entry each time you see ADD FINDINGS in Weave. If your program has not implemented a particular Measure during 2012-2013, you need to state that. However, you want also to mention when you will be using that Measure to assess your students' learning.

For example, you may want to state something like: "Focus groups were not administered during 2012-13; however, we plan on holding these discussions during Spring 2014."

4. Avoid jargon and be clear

When you report Findings, remember that your entries will be read by faculty and staff who are not members of your department and discipline. Try to avoid acronyms and jargon that are discipline specific. In addition, make sure that your Findings entry is complete by providing information on how your Measure was implemented and, if a quantitative measure, on the number of students involved out of the total possible. For example, you may want to state something like: "An exit exam was administered in our capstone course in April, 2013. Eighteen out of the 20 students enrolled in the course completed the exam. The exams were evaluated by the instructor teaching the course and by one additional member of our program faculty. We found that 50% of these 18 students scored 3 or higher on the rubric assessing the extent to which students have developed a philosophy of clinical practice."

5. Focus on your targets

Last year, the Assessment Council found that there was a lack of fit between some programs' Targets and the assessment rubrics (or other Measures) used to determine whether Targets were met. The rubric may have provided useful information (and may initial-

ly have been developed for other purposes) but did not necessarily provide feedback on whether a specific Target in the program's current Assessment Plan had been met. We would encourage you to assess your students' work with your specific targets in mind (or, if necessary, to change the Targets).

6. Report distinct findings

Last year, the Assessment Council found that some departments that sponsor majors with multiple concentrations did not separate their students into those concentrations when reporting Findings. Please try to do so this year.

7. Don't forget the four broader analysis questions

You will find them under the Menu item Assessment, then Achievement Summary/ Analysis. The Assessment Council urges program faculty to be a bit more complete and rigorous (than last year) in answering these questions.

8. Don't struggle with Weave

Contact your college Assessment Coordinator if you need assistance in submitting your annual Assessment Reports. Spend your time discussing your students' learning – strengths and challenges – with your program colleagues. When you have finished your report, contact your college Assessment Coordinator who will provide you with a quick review to ensure that all sections of the report are complete.

Call for Proposals: The purpose of the Provost's Assessment Incentive Award is to encourage departments and councils to use assessment data for program improvement. Departments or interdisciplinary councils that clearly demonstrate how they used assessment data to improve an academic program or student success may apply for a $5,000 incentive provided by the Provost which will be matched by the appropriate dean's office. This commitment from the Provost is for $5,000 awarded to a maximum of 5 departments or interdisciplinary councils each year for 3 years (2011-2012, 2012-2013, 2013-2014). At that time, the incentive program will be reviewed to determine its effectiveness.

Deadline: All applications must be received by 5:00 pm December 6, 2013. Submit applications electronically to Darby Gwisdala (gwisd1dd@cmich.edu).

Decisions: On or before January 31, 2014.

Award management: All awards will be transferred to the recipient's department or in the case of interdisciplinary programs, to the recipient's college. The funds may be used at the department's or council's discretion, as long as university policies are followed. All awards are to be spent within 2 years. All unused funds will be returned to the dean/provost.
A brief report explaining how the funds were used is due within 30 days after all funds are expended.

Limitation: Programs will be judged first on merit. In the case of equally qualified programs, preference will be given to the program belonging to a department or council that has not received an award in the last three years.

Criteria:

1. All successful applicants must demonstrate that they have used student learning outcome assessment data to significantly improve either the program or student success.

2. The applicant must provide data collected using appropriate methodology. Preference will be given to programs presenting data spanning multiple years, collected using multiple measures, and/or allowing for comparison to other institutions.

3. The applicant must clearly provide a summary of the assessment findings/data.

4. The applicant must provide a very clear statement describing how the assessment data was used to guide program improvement, for example course redesign, revision of curriculum, incorporation of technology, or revision to admission, retention, and/or completion criteria.

Review Process: The Review Committee will consist of the Vice Provost for Academic Affairs (non-voting chair), Director of Curriculum & Assessment, Assessment Council Chair, and 1-2 assessment coordinators who are faculty, 1-2 additional faculty nominated by the committee and appointed by the Provost. The Review Committee will make recommendations to the Provost who will make funding decisions.

PROVOST'S ASSESSMENT INCENTIVE AWARD

2013-2014 APPLICATION

Application: Use an easily readable font no smaller than 11 point, 1" margins, and single space.

Program Name (including concentration): _____

Degree: _____

Department or Interdisciplinary Council: _____

Contact: _____ Email: _____

Narrative not to exceed 5 pages (brevity and bullet points are appreciated). Provide clear evidence that data were used for program improvement and student success. Programs, student learning outcomes, and program outcomes vary greatly. Therefore, the applicant must organize the data in a logical and coherent manner to demonstrate program improvement. Refer to the criteria above for essential elements to include that demonstrate that assessment data were used for effective program improvement and/or increased student learning.

Names and department of those directly involved in the development of this application.

Approval of Department or Interdisciplinary Council Chair:

Printed Name: _____ Signature: _____

Approval of Dean/Associate Dean:

Printed Name: _____ Signature: _____