Provost's Assessment Incentive Award
2018-2019

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 five departments or interdisciplinary councils each year for five years, ending 2018-2019. At the end of five years, the incentive program will be reviewed to determine its effectiveness.

Deadline: All applications must be received by 4:30 pm December 14, 2018. Submit applications electronically to Leslie Watters, Academic Affairs (devin1lk@cmich.edu).

Decisions: On or before February 1, 2019.

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 program's or council's discretion, as long as university policies are followed. All awards are to be spent within two 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, and no later than January 31, 2020. Please submit reports and a summary of expenditures to Leslie Watters, Academic Affairs (devin1lk@cmich.edu).

Limitation: Applications will be judged first on merit. In the case of equally qualified applications, 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. Please use tables or graphs as appropriate to present data.

3. The applicant must clearly provide a narrative summarizing the assessment findings/data.

4. The applicant must provide a very clear statement describing how the assessment data were used to guide program improvement and/or student success, for example course redesign, revision of curriculum, incorporation of technology, etc.

Review Process: The Review Committee will consist of the Vice Provost for Academic Effectiveness (non-voting chair), Director of Curriculum & Assessment, Assessment Council Chair, and one or two assessment coordinators who are faculty, one or two 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 Award Application
2018-2019
Due: Thursday, December 14, 2018 4:30 p.m.

Application Cover Page

Program Name (including concentration):_____

Degree:_____

Department or Interdisciplinary Council:_____

Lead Author:_____Email:_____

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

_____

_____

Approval of Department or Interdisciplinary Council Chair:_____
Signature

Printed Name:_____Date: _____

Approval of Dean/Associate Dean: _____
Signature

Printed Name:_____Date: _____

Application Narrative

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

Proposal Preparation: Narrative not to exceed five pages (brevity and bullet points are appreciated). Provide clear evidence that data were used for program improvement or gains in 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. It is helpful if the application is organized so as to provide an introduction to the assessment problem, methodology for collecting data including instruments, a summary of the findings, and then a clear statement of how those findings improved the program and/or student success.