

CAMERON UNIVERSITY
Assessment Funds Distribution Policy
for Funds Administered by the
Institutional Research, Assessment, and Accountability Office

STATEMENT OF PURPOSE:

During the 2011-2012 AY, a mini-grant program of twenty-five thousand dollars (\$25,000) is available to be awarded on a competitive basis to support further work in assessment. All programs and entities in assessment (e.g. academic programs, general education, student services, enrollment management, the advising center) as well as university recognized committees (e.g. General Education Committee, Institutional Assessment Committee) which desire additional resources to improve understanding of, or implementation of, assessment activities or programs are eligible to apply. Activities could include travel to a conference on assessment, bringing in disciplinary consultants, or bringing in assessment leaders to conduct workshops. The preceding items are intended as examples and not as a proscriptive list; however, all awards will support new assessment activities and are not intended to fund assessment activities or tests that are well established.

The procedures listed below are intended to direct the allocation and use of assessment funds.

1.0 Eligibility:

Any faculty or staff member employed at Cameron University may apply for assessment funds. Groups of employees (including faculty and staff from a program, a department, a non-instructional unit, or a committee) may also apply for funds.

2.0 Proposal Evaluation:

Proposals will be reviewed and ranked by members of the Institutional Assessment Committee (IAC) and by the Director of Institutional Research, Assessment, and Accountability (IRAA). Any member or members of IAC who applies for funds will be recused from reviewing his/her proposals. Additionally, all proposals and prior rankings will be reviewed by the Provost. The Provost will be the final judge of whether proposals are eligible for assessment funds and determine awards. Proposal review and ranking will be based on criteria including the overall quality of the project; potential impact on improving the assessment process or assessment results; fiscal reasonableness; and the potential to improve programs or units that are weak in assessment. Upon Provost approval, the IRAA Director will notify each recipient of the award amount and deadlines for funds expenditure.

3.0 Deadlines:

Although proposals will be considered throughout the academic year, proposals submitted by October 14, 2011 will be given first priority.

4.0 General Application Procedures:

Proposals are expected not to exceed four pages in length. Each proposal must include each of the following components:

- 4.1 Abstract – Provide a brief, up to one page, description of the proposed project. The abstract should be written to be understandable by a lay audience and may be posted on the Cameron University webpage.
- 4.2 Overview - Outline the purpose(s) of and need(s) for the project.
- 4.3 Activities - Identify and describe the activities to be undertaken and the person responsible, by name and title, for each activity. Describe the qualifications of any key personnel as they relate to assessment activities.
- 4.4 Project Timelines - Outline the sequence and timetable for accomplishing the project activities.
- 4.5 Anticipated Measurable Outcomes - Describe, in measurable terms, the anticipated outcomes of the project and its activities.
- 4.6 Budget – Provide a budget and line item justification based on the proposed activities. Budget items should be clearly labeled. All items must be eligible to be funded using Educational and General (E&G) Funding.

5.0 Final Project Report:

A final project report must be submitted to the Director of Institutional Research, Assessment, and Accountability by June 30, 2012.

6.0 Support:

For further information, contact Dr. Karla Oty, Director, Institutional Research, Assessment, and Accountability at 581-7962 or at koty@cameron.edu