



Academic Affairs Assessment Grants

Academic Affairs has dedicated monies to assist academic departments in conducting assessment of programs and student learning. The fund is designed to support new approaches to **program-level assessment activities** that go beyond routine department assessment practices.

Departments or programs applying for funding should submit a letter of application that describes the proposed work and responds to the identified questions. The application should not be longer than one page, including a brief budget. Funding for a single proposal will typically not exceed \$2,000.

All proposals must be submitted electronically to Yi Gong at ygong@keene.edu for Academic Affairs Assessment Steering Committee (AAAS) for review and approval.

Provide a brief description of the work for which funding is being requested including:

- The goals.
- The intended outcomes and how the work will help you achieve them.
- How this assessment work differs from current/previous work in your program/department.
- How the work supports the College's and/or department's assessment goals and mission.
- The timeline for completion.
- How you will share your experience with other departments/programs on campus.
- Grant participants and their individual roles in the grant.

Complete Report

At the conclusion of the grant work a report must be submitted to the AAASC via ygong@keene.edu. The report will include the goals, whether outcomes were achieved, the names of those who participated in the grant, how information was shared with other departments/programs, and what action is being taken (next steps) as a result of the grant work. The report as well as other assessment-related information will be archived by AAASC. ***Approved stipend and reimbursement of cost will not be processed until the complete report is submitted.***

Electronic submission should be copied to department chair

Budget:

Stipends: _____

Materials: _____

Food: _____

Speaker: _____

Total Cost: _____