

LiveText Assessment

Application for Mini-Grants

Office of Institutional Effectiveness

Applications accepted on a rolling basis.

LIVETEXT ASSESSMENT APPLICATION FOR MINI-GRANTS

GENERAL INFORMATION

The [Office of Institutional Effectiveness](#) is pleased to make available financial resources to assist faculty with activities associated with student learning outcomes assessment. The goal of the mini-grant is to provide funding opportunities to faculty to promote the implementation of LiveText assessment software, encourage professional development associated with program-level outcomes assessment, and to strengthen the infrastructure for the scholarship of teaching and learning.

Mini-Grant: Awards up to \$5,000.

The purpose of a mini-grant is to provide funds to promote the use of LiveText in student assessments. It is expected that the grant recipients 1) use LiveText for assessment of student learning, 2) use both direct and indirect methodologies, and 3) involve students in the process. The Office of Institutional Effectiveness should be considered as an analytic and technical resource during the course of the project.

PROPOSAL SUBMISSION

The application must be typed, dated and sent to Lisa Bortman via email attachment to Lisa.bortman@pepperdine.edu

ELIGIBILITY

All faculty members are eligible for funds.

APPLICATION INSTRUCTIONS

Applicants must show clearly the relationship of the proposed activity to the implementation of LiveText and must show how the information gained will advance student academic outcomes assessment for the program. Please follow the instructions on the following pages, limiting applications to two pages (single spaced) in addition to the proposed Budget Table.

I. APPLICATION COVER PAGE

ACADEMIC OUTCOMES ASSESSMENT APPLICATION FOR FUNDING SUPPORT ASLC

Name of Applicant(s) (List Project Director first)

Department(s) _____

Campus Mailing Address _____

E-mail Address _____ Campus Phone _____

Project Starting Date (M/Y): ____/____/____

Project Ending Date: (M/Y): ____/____/____

II. PROPOSAL CRITERIA

A. Purpose:

- a. Explain the proposed project/activity and the student learning outcomes you plan to assess.

B. Methodology and Relevance to the Advancement of Student Learning Outcomes Assessment:

- a. List the course(s) that you will use in your assessment of each program learning outcome.
- b. Include course syllabi.
- c. Provide a course assignment description for each PLO being assessed.
- d. Include the rubric(s) you will use to score student samples of the selected assignment(s).

- C. Timeline: Indicate the anticipated dates for beginning and completing this project. Specify any deadline dates of which the OIE should be cognizant as it considers your proposal. Grantees have up to two years to complete their proposal.

III. FUNDING TIMELINE:

Funding timelines for the mini-grant can be anywhere between one and two years. This example is for a one-year grant. If you are planning a timeline longer than one year, please replicate this timeline, informing us when you will complete each phase in order to receive your funding.

| PHASE I | PHASE II | PHASE III | PHASE IV | PHASE V |
|---------|----------|-----------|----------|---------|
|---------|----------|-----------|----------|---------|

| <i>Submit Mini-Grant Applications</i> | <i>Grant Approval First Award Dispersal</i> | <i>LiveText Implementation</i> | <i>Evaluation of Student Work</i> | <i>Completion Summary & Final Award Dispersal</i> |
|---------------------------------------|---|--------------------------------|-----------------------------------|---|
| October 3, 2016 | October 21, 2016 | ONGOING | JUNE 15, 2017 | JUNE 30, 2017 |

Timeline

1. Phase I: Submit your *LiveText Mini-Grant Application* to Lisa.Bortman@pepperdine.edu by 5:00pm on October 3, 2016
2. Phase II: Upon approval of the OIE, the recipient will be awarded the **first half** of the grant award (for a one year project) in October 2016.
3. Phase III: Recipients must implement LiveText
4. Phase IV: Evaluation of this project will occur by completing the assessment of student learning and analyzing and reporting on it using Livetext. Process to be completed by June 15, 2017. This could be incorporated with your program annual assessment.
5. Phase V: The recipients will submit a brief summary of their completed assessment project to the OIE thus fulfilling the final step in receiving the second half of the funding.