

JOLIET JUNIOR COLLEGE  
STUDENT LEARNING COMMITTEE PROPOSAL FUNDING REQUEST

All persons requesting funding for projects from the Student Learning Committee need to complete this form and answer its questions on additional sheets. Note that further guidelines are provided on the following page. All information should be typed or word-processed. Completed forms must be submitted to the committee a week in advance of the next meeting. Meetings are held on the third Thursdays of the month during the semester. Applicants need to attend that meeting to answer questions from the committee. We will continue taking applications as long as funds remain available.

Name(s) of applicant(s):

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Department/Area:

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Signature of Chair of Department or Supervisor of Area:

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Date Submitted: \_\_\_\_\_

1. Detail your proposal, including any materials, seminars, speakers, etc. A timeline should also be provided.
2. Justify how your proposal assesses student learning in your program, unit, area or department beyond normal assessment expectations.
3. What groups (e.g., students, faculty, staff, community, advisory board members, or administrators) will benefit from this proposal?
4. Please submit a detailed budget of your proposal in terms of assessment instruments, evaluation, design, etc. Include costs for all items enumerated in your answer to Questions #1. Hourly rates of pay are given in Appendix C of the 2007-2011 faculty contract.
5. Describe how this proposal fits into the existing student learning assessment plans for your department/area.
6. To be eligible for funding, grant recipients must submit a progress report ant the half-way mark of their plan, and a *final report* summarizing goals, actual progress and findings. These plans should be detailed and submitted a week prior to the next committee meeting closest to the half-way point and again after the project is completed. Recipients must attend these meetings to answer any questions.

## GUIDELINES FOR STUDENT LEARNING GRANT PROPOSALS

**PURPOSE:** The purpose of this fund is to encourage members of the college community to explore new and creative ways to directly or indirectly assess student learning.

**FUNDING:** Funding will be determined by the Student Learning Committee. Representative grants have been in the range of \$500 to \$1,500. Applicants should bill themselves at the hourly rate only when doing work that is of a professional nature; thus, clerical functions such as photocopying and affixing address labels should be calculated at the clerical rate.

**ELEGIBILITY:** All members of the college community who are responsible for the development and implementation of student learning are eligible to apply for a grant.

**PROPOSAL DEADLINE:** One week prior to the next Student Learning Committee meeting held on third Thursdays of the month.

**PROPOSAL CRITERIA:** Funding for proposals will be awarded by the committee based on the following criteria:

- ✓ Relationship of the proposal to innovative student learning
- ✓ Relationship of the proposal to institutional mission and goals
- ✓ Number of stakeholders affected
- ✓ Degree to which the project exceeds the applicant's pre-existing assessment obligations (for instance, by involving extraordinary amounts of work or contact with students with whom applicants don't usually have contact)
- ✓ Scope of improvement to the department or area

**PROPOSAL APPROVAL PROCEDURE:**

- ✓ Applicants should complete the ASSESSMENT PROPOSAL FUNDING REQUEST on the previous page.
- ✓ The applicants' department chair or supervisor should sign the proposal after providing the rest of the members of the department or area an opportunity to review and comment on it.
- ✓ The final pool of applicants will be asked to present a 5-10 minute synopsis of the grant design and intended use of results.
- ✓ The Student Learning Committee will review all proposals and award funding based upon the six criteria points.

**PROJECT REPORTING:** The project coordinator will assume responsibility for reporting results and outcomes of the project to the Student Learning Committee, the department or area and other related campus departments or areas. This summary will include a brief description of the assessment activities, student population used, evaluation instrument development and administrations, and incurred expenses.