

**PROGRAM OUTCOMES ASSESSMENT PROJECTS
(2008-2009 Cohort)**

REQUEST FOR PROPOSAL

The Learning Outcomes Assessment Advisory Board invites program coordinators to submit a Program Outcomes Assessment Project proposal. The data generated from the assessment project will guide recommendations for programmatic change to improve and expand student learning. Faculty should consult the CCBC *Guide for Learning Outcomes Assessment and Classroom Learning Assessment* for more detailed instructions on developing, implementing, and evaluating outcomes assessment projects.

As a first step, the program coordinator formulates and drafts a project plan to assess learning related to the approved major program outcomes. The coordinator then presents the project plan to faculty in the program and elicits feedback. Project participants meet to complete the Request for Proposal and submit the Proposal to their Academic Dean for preliminary approval of the project. Proposals are restricted to no more than three pages and must be submitted to the Vice President of Instruction for final approval.

Project Description:

Indicate which program will be involved in the study. Briefly describe the project and explain how it will improve student learning.

Project Objectives:

List the specific program outcome(s) to be measured as part of the project.

- 1.
- 2.
- 3.
- 4.
- 5.

Methodology:

Describe the design method and instrument(s) that will be used to collect data to measure the program outcomes.

External Validation:

Describe the efforts that will be implemented to ensure external validation.

Timeline:

State the timeline for each of the stages in the project: (1) Designing and Proposing a Program Outcomes Assessment Project, (2) Implementing the Design and Collecting and Analyzing Data, (3) Developing Program Improvements, (4) Implementing Program Revisions and Reassessing Student Learning, and (5) Reporting Results. The maximum time for completion of all stages in the project is 2 ½ years.

Stage Timeline (mo/yr – mo/yr)

- 1.
- 2.
- 3.
- 4.
- 5.

Project Needs:

List and justify all the resources necessary to conduct the project. Identify the faculty who will participate in the project and the scope of their roles and responsibilities. Categories of needs include staff assistance, consumables, etc.

Faculty Participants/Roles:

Consultant Fees:

Test Fees:

Other Costs (explain):

Signatures:

Program Coordinator: _____ Date: _____

Academic Dean: _____ Date: _____

Dean of Instruction
for Curriculum and
Assessment: _____ Date: _____

Vice President of
Instruction: _____ Date: _____

