

<p>Assessment Cycle Funding Project Application</p> <p>The purpose of this application is to give departments/programs the opportunity to fund a <i>project planning session</i> or submit a <i>resource request</i> that will accelerate SLO, PLO, AUO or SSLO assessment cycles during the 2012-13 fiscal year.</p> <p>Our Administration is specifically supporting the growth and expansion of assessment cycles because of their intrinsic value. Our goal of completing 100%, or at least one full assessment cycle per program/course by 2012-13, will lay the foundation for future resource planning and a meaningful comprehensive program review. "Closing the loop" or linking the results of our assessment, our dialogue and our identification of resource needs, to the actual allocation of resources through the program review process is required by our accrediting body, the ACCJC.</p> <p>Funding for projects or a resource request will depend upon the breadth of the project. (Equipment/technology requests exceeding \$1500 will be considered by the appropriate Vice President after approved by a PBT committee).</p> <p><i>Greater consideration will be given</i> to projects/resource requests that serve a large number of people, inspire participation, meaningful dialogue, effective processes, efficient use of resources that support student learning and assessment. Projects that lend to the development of a foundation for a sustainable assessment process are highly encouraged.</p> <p>This opportunity will only be offered as support for projects during the 2012-13 year. Applications can be submitted between May 1, 2012 and January 1, 2013. Review and approval by a Planning and Budget team will take place in a timely manner such that the projects can be completed by June 1, 2013.</p>	<p>Examples of how monies might be used:</p> <ul style="list-style-type: none"> <li>• A facilitator (based on additional pay parameters)</li> <li>• A retreat</li> <li>• Substitute pay for flex day participation (attendance proof mandatory, application for flex day one week in advance of event as per contract.)</li> <li>• Refreshments for event (\$15/person/meal maximum)</li> <li>• Adjunct faculty can apply for a stipend of \$25/hour OR PGA credit (not both)</li> <li>• Supplies to support the event (up to \$100)</li> <li>• Software package (details of how it will serve a sustainable process is imperative)</li> <li>• Train the trainers leadership workshops or shadowing program</li> <li>• Other creative well supported requests</li> </ul>
	<p><b>Please fill in answers in this column</b></p>
<p><b>Name of Program:</b></p>	
<p><b>Name of Requestor(s) (primary and secondary contact person(s)):</b></p>	
<p><b>Project Title:</b></p>	
<p><b>Date of Application:</b></p>	
<p><b>Expected Date of Completion:</b></p>	
<p><b>Project Description (Please describe the project briefly to the right):</b></p>	
<p><b>1 Explain where your group is at this point in the assessment cycle and how the project will accelerate the SLO/PLO/SSLO/AUO assessment cycle:</b></p>	

2	What are the anticipated outcomes of the project/what you will have completed by the end of 2012-13.	
3	If there is potential for long term program assessment development, what are your plans for sustaining the project? Include your timeline for achieving these outcomes.	
4	Amount Requested:	
5	Provide a budget breakdown of costs of the project and include the following categories: Staffing Needs, Materials and Supplies, Events/Workshops, Speakers, etc.	
	A presentation to one of the Planning and Budget Teams will be expected. An explanation of your methods for evaluation, baseline, and data collection/project design will be expected.	
	Date of presentation:	

Dean will submit to Planning and Budget Team Chairperson via email. Please work collaboratively with your Dean (advisory). Original e-copies of requests should be submitted to:

IPBT requests: [espinosapiebchristina@deanza.edu](mailto:espinosapiebchristina@deanza.edu), cc: [leewheatcoleen@deanza.edu](mailto:leewheatcoleen@deanza.edu)

**Funds are limited: First come first serve basis.**

**Submission Dates:**

**May 30, 2012 for summer and Fall requests**

**October 30, for Fall and Winter requests**

**January 30, for Winter and Spring requests**

*Coleen Lee-Wheat, [leewheatcoleen@deanza.edu](mailto:leewheatcoleen@deanza.edu) is also available to answer questions.*