SLA Funding Guidelines

A. Purpose
Funding is available for projects related to student learning assessment (SLA) and the improvement of assessment processes, teaching, and student learning in academic and co-curricular programs.

B. Projects
In general, funding will be awarded to applications that satisfy one or more of these criteria:

- The project will significantly improve a program’s SLA process
- The project will significantly improve a program’s curriculum, pedagogy, or programmatic offerings with the intention of improving student learning outcomes
- The project will contribute to the maturation of SLA at the College
- The project will lead to professional development in the area of SLA, teaching, and/or student learning

Applicants are encouraged to propose innovative projects that will improve SLA processes, teaching, and student learning in academic and co-curricular programs. The following are intended as guidelines to aid applicants.

1. SLA Process and Findings
   Funding is available to support significant changes to a program’s SLA process. Examples of significant changes to the SLA process include:
   - Mapping:
     - creating alignment in a program from course-level learning outcomes to program-level student learning outcomes to Le Moyne’s institutional learning outcomes
     - blue-printing exams, tests, or other measures to pertinent learning outcomes
     - Not eligible: minor revisions to and maintenance of existing outcomes statements and/or curriculum maps
   - Measures:
     - developing new measures to improve SLA, such as:
       - internally designed exams targeting learning outcomes
       - pre-/post-tests that measure changes in student knowledge and competency
       - surveys to measure student/alumni satisfaction, preparedness, etc.
     - developing new rubrics to be applied during the assessment of student learning or other methods of evaluating student achievement of learning outcomes
   - Expectations:
     - developing meaningful targets for student achievement that use defensible standards informed by best practices in the field of study

Funding is also available to support significant changes to a program’s curriculum, pedagogy, and strategies to improve student learning informed by assessment findings. Funding will cover research and development, not implementation or capital expenditures.
for equipment or supplies. Examples of significant changes informed by assessment findings include:

- **Overhauling curriculum**
- **Developing new pedagogies**
- **Exploring new materials (e.g., texts, tests, equipment)**
- **Overhauling co-curricular program to better meet learning outcomes**

2. **SLA Workshops**

   Funding is available for on-campus workshops related to SLA and the improvement of SLA processes, teaching, and student learning in academic and co-curricular programs. Eligible expenses include:
   - Stipends for internal workshop facilitators
   - Costs associated with bringing external workshop facilitators to campus, including:
     - Honoraria
     - Transportation
     - Lodging and meals
   - Food and beverage service for workshop participants

3. **SLA Professional Development**

   Funding is available to support professional development related to SLA for faculty, staff, and administrators. Eligible professional development activities include:
   - Presenting at assessment/accreditation conferences (e.g., the Drexel University Annual Assessment Conference, the annual meeting of the Association of American Colleges and Universities, the annual conference of the Middle States Commission on Higher Education, etc.)
   - Attending assessment/accreditation conferences (see examples in preceding point)
   - Membership fees to associations related to SLA (e.g., the Assessment Network of New York)

**C. Eligibility**

- **Faculty**: Any member of the Faculty Senate who will retain a faculty appointment in the College in the following academic year
- **Staff**: Members of the staff whose responsibilities include SLA in academic and/or co-curricular programs and who will be employed by the College in the following academic year
- **Administrators**: Administrators whose responsibilities include SLA in academic and/or co-curricular programs and who will retain an administrative appointment in the College in the following academic year

**D. Terms**

Funding varies according to the scope and type of project, as follows:

1. **SLA Process and Findings**
   - Individual participant eligible for up to $2,500
   - Total project cap of $7,500 (if multiple participants)
• When possible, funds will be disbursed by the end of the budget year in which the application was made

2. **SLA Workshops**
   • Internal workshop facilitators eligible for up to $500 stipend
   • Workshops involving external facilitators require a proposed budget (see application form)

3. **SLA Professional Development**
   • Expenses up to $1,600 covered; requires a proposed budget (see application form)

F. **Applications**
All application forms can be found on the [SLA webpage](#). Please see the following details:

1. **SLA Process and Findings**
   Preference will be given to applications received by March 18; applications received after March 18 will also be considered

2. **SLA Workshops**
   Applications accepted on a rolling basis

3. **SLA Professional Development**
   Applications accepted on a rolling basis

G. **Evaluation Criteria**
Typically, members of the Institutional Learning Assessment Committee (ILAC) will make decisions regarding funding. In cases where applications are received outside of the academic year or other circumstances warrant, the chair of ILAC may make a decision regarding funding.

In addition to the merits of the proposal, the applicant’s history with SLA funding will be considered.

H. **Report**
Applicants who receive funding for SLA Process and Findings must submit a status report (not to exceed 500 words) to the chair of ILAC within 3 months after the project’s start date. This report will be posted on the SLA webpage.

**Notes:**
- Stipends are paid through the College payroll office and are reported as taxable income to the IRS
- Reimbursements are paid through the College accounts payable office once receipts for covered expenses are submitted to the chair of ILAC
- If you have questions, please contact the chair of ILAC or send a message to [sla@lemoyne.edu](mailto:sla@lemoyne.edu)

*Spring 2019*