



HLC Accreditation 2016-2017

## Evidence Document

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Academic Affairs

Office of Assessment

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### Assessment Fund Request Form

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**Additional information:** Each year the Office of Academic Affairs has limited funds to assist academic departments in performing their assessment activities. These funds are accessed by submitting the request for funding form and a copy of the Department Assessment Plan. Requests are considered each academic year with a final deadline of March 1. Departments that receive assessment grants are expected to share their assessment results with the Office of Academic Affairs. The request for funding form is available at the Office of Assessment web page: <http://webs.wichita.edu/?u=shockerassessment&p=/funding>

# Request for Financial Support for Assessment Activities

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\_\_\_\_\_  
Department

\_\_\_\_\_  
Signature of Chair requesting funds

\_\_\_\_\_  
College Dean's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Total Amount Requested

Description of assessment expenditure. Please provide specifics of your request:

Item	Cost
Assessment activity _____	\$ _____
Analysis of Assessment data _____	\$ _____
Postage _____	\$ _____
Printing/duplicating _____	\$ _____
Other fees (please describe) _____	\$ _____
_____	\$ _____
_____	\$ _____
Total amount requested:	\$ _____

How frequently do you anticipate needing these funds?

\_\_\_\_\_ annually    \_\_\_\_\_ every 2 years    \_\_\_\_\_ every 3 years    \_\_\_\_\_ other (\_\_\_\_\_)

Is this first-time expenditure? \_\_\_\_\_ If not, where did you get the funds to support these activities before? \_\_\_\_\_

## Departmental Assessment Plan

Please submit the most recent assessment plan and report of assessment findings (feedback loop) for your department. A sample template is attached. **Funds will not be awarded without an assessment plan.**

## Submission of request--Deadline

Please mail this request, along with your assessment plan to Dr. Richard Muma, Box 13. Call x5761 with questions. **Requests are due by March 1 for funds requested during the academic year.**

## Funding Process

You will receive notice of approval. Funds will generally be transferred after invoices are received. Funds **must be** expended in the current academic year for which they are requested. You should submit your invoices no later than June 1.

## Selection priority

In addition to consideration of the nature of the request, allocations are made on a first come, first serve basis. Priority funding is given to those requests received by March 1. There is no guarantee of available funds after that date.

**Academic Undergraduate Program Assessment Plans** *(sample template)*

<b>University Mission</b> <i>(related to goal /objectives)</i>	<b>Program Mission</b> <i>(related to goal /objectives)</i>	<b>Program/Goals and Objectives</b>	<b>Learner Outcomes</b>	<b>Assessment of program goals</b> <b>(Method/frequency Who does it)</b>	<b>Assessment of Learner Outcomes</b>	<b>Results</b>	<b>Feedback Loop</b>