

2023-2024 WSU Gen Ed Assessment Fellowship Application

Description

The Office of the Provost invites General Education instructors to apply for a 12-month fellowship (September 2023 – August 2024) dedicated to supporting assessment of the General Education program. New fellows for 2023-24 will either lead action planning of Gen Ed assessment, shadow the current lead fellow for reporting to train as a future reporting lead, or will serve as liaison for an area of Gen Ed in the implementation phase of assessment (**Civic Literacy** or **Natural Scientific Inquiry**). The primary role of area fellows is outreach with the goal of engaging instructors and other stakeholders in Gen Ed assessment conversations and processes.

Annual Award

Area fellows (2): \$500 research/professional development award

Action planning lead fellow (1): \$4000 research/professional development award

Reporting lead fellow (1): \$4500 research/professional development award

Reporting lead fellow shadow (1): \$1000 research/professional development award

Awards will be disbursed in early December (50%) and May (50%) following submission of an [activity report](#) at each time point. Funds must be spent in keeping with the [Administrative Policies and Procedures Manual](#). Funds should be spent during the fiscal year to avoid potential recovery by an administrative unit (department, college, provost).

Eligibility:

Past and present instructors in the General Education program are eligible to apply, with preference given to those who have had experience on the General Education Oversight Committee (GEOC), particularly since 2017. However, past or present membership on the GEOC is not a requirement.

Fellows must be current full-time employees of Wayne State University.

Responsibilities:

All fellows must agree to serve on the GEOC Assessment Subcommittee, which usually meets biweekly in Fall and Winter semesters and infrequently during the summer. The subcommittee coordinates the activities of all fellows, and reports to and seeks approval of major actions from the full GEOC.

Area fellows: Area fellows serve as liaisons to faculty, staff, and students affiliated with a single Gen Ed designation as part of the GEOC Assessment Subcommittee's efforts to identify and create opportunities for Gen Ed stakeholder engagement. Those opportunities may include activities such as garnering stakeholder participation in focus groups or rubric redesign; reviewing or piloting rubrics or assessment processes; and engaging instructors in reflective

conversations about assessment results. Area fellows also coordinate with the lead fellows (see below) to ensure all relevant timelines are met and may be asked to give occasional presentations to the full GEOC. Area fellows will work with the designations of either **Civic Literacy** or **Natural Scientific Inquiry**.

Lead fellows are responsible for collaborating with the Gen Ed Faculty Coordinator to lead the Gen Ed assessment process across Gen Ed designations as well as for participating in Assessment Subcommittee discussions and projects.

Each lead fellow has primary responsibility for **communications** related to their role, **plus** the following functions:

1. **Action Planning:** The Action Planning fellow develops materials for and actively engages instructors in understanding Gen Ed assessment and reflecting on Gen Ed assessment results to improve teaching and learning in the program. This work may include facilitating outreach and discussions of learning outcome and rubric revisions; updating online resources; and offering live workshops, instructor focus groups, individual or departmental consultations, surveys, or other strategies to encourage engagement and action planning at the course and program levels. (**\$4000 award**). The Action Planning fellowship will be **September 2023 – August 2024**.
2. **Reporting:** In order to gather data and act on Gen Ed assessment results, stakeholders must know their responsibilities and have access to the results. The Reporting fellow solicits and cleans course and instructor lists from the Office of the Registrar each semester and delivers them to (1) the Assessment Subcommittee to support communications and (2) Canvas Administration so that they can add the Gen Ed rubrics to appropriate courses prior to the start of each semester. The Reporting fellow also provides periodic reports of instructor participation and other data as needed to support the subcommittee's work. Finally, the Reporting fellow works with the Assessment Subcommittee, Institutional Research, Canvas Administration, and departments and programs to disseminate Gen Ed assessment results according to GEOC policy and guidance. (**\$4500 award**). The Reporting fellowship will be **September 2023 – August 2024**.
3. **Reporting shadow:** The Reporting shadow fellow will be trained by the Reporting fellow during Winter term 2024, with the expectation that the shadow will take on the full duties of the Reporting fellow in AY 24-25. The Reporting shadow fellow will be expected to participate in the discussions and activities of the GEOC Assessment Subcommittee during the Winter term and throughout the summer (**\$1000 award**). The Reporting shadow fellowship will be **January – August 2024**.

Activity reports

By November 30 and April 30, fellows must submit a brief [report](#) of their accomplishments to Dan Kashian, Gen Ed Faculty Coordinator, at gened@wayne.edu in order to receive their award disbursement.

Application and Selection Processes

Interested Gen Ed instructors should email the attached application and their CV/professional record to gened@wayne.edu by **September 29, 2023**. Applications will be reviewed by the co-chairs of the GEOC. Decisions will be communicated to applicants within three weeks of the application deadline.

Questions?

Please email gened@wayne.edu with any questions you may have.

Application Form: 2023-2024 WSU Gen Ed Assessment Fellowship Program

Name:

Access ID:

Department:

Will you be a full-time employee of WSU in 2023-2024?

General Education courses taught (past and present):

Course code and number	Course title	Gen Ed designation(s)
Ex.: BIO 1500	Basic Life Diversity	NSI

For which fellowship(s) are you applying?

If you are interested in being considered for more than one, please mark them in order of preference with #1 being your highest preference.

_____ Action Planning Lead Fellow for AY 23-24

_____ Reporting Lead Fellow for AY 24-25

_____ Reporting Shadow for AY 24-25

_____ Natural Scientific Inquiry (NSI) Area Fellow

_____ Civic Literacy Inquiry (CIV) Area Fellow

