



## *Campus-based Assessment in General Education: Expense Report for Rubric Administration (GENED-3)*

**Policy.** As part of the Strengthening Campus-based Assessment (SCBA) initiative adopted by the SUNY Board of Trustees, since 2006-2007 SUNY System Administration has been providing funds to campuses to cover part of the cost of administering and scoring rubrics to assess student learning of Critical Thinking [Reasoning], Basic Communication [Written], and Mathematics. For more information about the SCBA initiative and the use of rubrics, see <http://www.cortland.edu/GEAR/news.html>.

Each campus receives an allocation based on its schedule for using rubrics submitted to System Administration as part of its triennial SCBA plan or amendments to that plan. Allocations to campuses are computed as described in a July 2006 memo to campus presidents:

*“Under GEAR guidelines, campuses are required to assess 20% of students enrolled in a particular student learning outcomes area and to have a second reader conduct reliability checks on 20% of student artifacts. The most equitable way to fund the rubrics is on a “per student” basis, referring to the number of students campuses are actually assessing. ...campuses receive \$65 per student artifact that requires a reliability check. To illustrate, a campus that has 1,000 students enrolled in general education Mathematics courses at the time of the Mathematics assessment would be expected to assess 200 of those students and to conduct reliability checks on 40 of those students, meaning its allocation from System Administration would be \$2,600 for that outcomes area.”*

**Use of funds.** Campuses have some autonomy in the use of their funds, but may only use funds for eligible activities, defined as the use of rubrics to assess the three student learning outcomes identified in the SCBA initiative, including payment to faculty for activities that are not considered part of their normal workload. For example,

funds may be used to support faculty members for conducting norming sessions in the use of the rubrics and providing a “second read” of a student artifact for the purposes of inter-observer reliability. Allocation letters to campuses explain that:

- *Funds may not be used to support other assessment purposes such as assessment of student learning in the major, the assessment of student learning in general education learning outcome areas not included in SCBA, or other assessment.*
- *Funds may not be used to pay a faculty member for a “first read” of a student artifact that would count toward a grade in that faculty member’s course.*

**Accountability.** To ensure accountability for funds allocated to campuses, System Administration asks campuses receiving allocations to submit expense reports for each year of funding, with up to three reports per campus per year, depending on how many learning outcomes the campus assessed with rubrics. Continued funding is contingent upon the campus submitting expense reports for prior year funds.

**FORM INSTRUCTIONS.** Each campus that received funds from System Administration for the scoring and administration of rubrics must submit a separate copy of this form for each year and learning outcome area for which it received funds. Both Part A (Summary) and Part B (Detail) must be completed.

- **Completed forms should be emailed by October 15.**
- **Emails should come from the Chief Academic Officer.**
- **Emails should go to [Assessment@SUNY.edu](mailto:Assessment@SUNY.edu).**
- **The email’s subject line should say:**  
 <Campus Name> EXPENSE REPORT <Expense Year>  
 <Subject Area>  
**Example:** Oneonta EXPENSE REPORT 2007-2008 Math

Questions about this form should be emailed to [Assessment@SUNY.edu](mailto:Assessment@SUNY.edu).

PART A – SUMMARY OF EXPENSES	
<b>1. Campus Name</b>	
<b>2. Expense Year</b> (e.g., 2006-2007 or 2007-2008)	
<b>3 Student learning outcome assessed</b> <i>Select one. Duplicate form for each outcome assessed.</i>	<input type="checkbox"/> <b>Critical Thinking (Reasoning)</b> <input type="checkbox"/> <b>Basic Communication (Written)</b> <input type="checkbox"/> <b>Mathematics</b>
<b>4. Size of sample for all student assessed with rubrics in this learning outcome area</b> <i>This is a 20% sample of all students enrolled in approved SUNY General Education courses in the learning outcomes area in the assessment year (or a 30 student minimum sample).</i>	
<b>5. Size of sample eligible for rubric funding</b> <i>This is 20% of the sample in item 4 above.</i>	
<b>6. Expenses for assessing the sample eligible for rubric funding</b> <i>Provide details on Part B on next page of this form. Round to nearest dollar.</i>	\$
<b>7. Was funding used only for eligible activities*? Check one.</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<p><b>*Eligible activities</b> are the use of rubrics to assess the three student learning outcomes identified in the SCBA initiative, including payment to faculty for activities that are not considered part of their normal workload.</p>	

PART B – DETAILED EXPENSES			
<b>1. Campus Name:</b>			
<b>2. Expense Year</b> (e.g., 2006-2007 or 2007-2008)			
<b>4 Student learning outcome assessed</b> <i>Select one. Duplicate form for each outcome assessed.</i>		<input type="checkbox"/> <b>Critical Thinking (Reasoning)</b> <input type="checkbox"/> <b>Basic Communication (Written)</b> <input type="checkbox"/> <b>Mathematics</b>	
<b>1. Personnel</b>	<b>Faculty/Staff Name</b>	<b>Amount Received</b>	<b>Expense</b>
<i>1a. Personnel Subtotal</i>			
<b>2. Materials (itemize)</b>	<b>Cost per Item</b>	<b>Number of Items</b>	<b>Expense</b>
<i>2a. Materials Subtotal</i>			
<b>3. Other</b>	<b>Cost per Item</b>	<b>Number of Items</b>	<b>Expense</b>
<i>3a. Other Subtotal</i>			
<b>4. Grand Total</b> <i>Sum of Lines 1a + 2a + 3a.</i>			

*Please add rows to Part B as needed*

A completed copy of this 2-page report should be attached to an email from Campus Chief Academic Officer to [Assessment@SUNY.edu](mailto:Assessment@SUNY.edu) with a subject line that says:  
 <Campus Name> EXPENSE REPORT <Expense Year> <Subject Area>