

# Assessment: Assessment Unit Planning



## Operational (Acad Affairs) - Grants Office

**GBC Mission:** Great Basin College enriches people's lives by providing student-centered, post-secondary education to rural Nevada. Educational, cultural, and related economic needs of the multicounty service area are met through programs of university transfer, applied science and technology, business and industry partnerships, developmental education, community service, and student support services in conjunction with certificates and associate and select baccalaureate degrees.

**Unit Mission:** The GBC Grants Office supports all GBC programs and the GBC mission by searching for, procuring, and facilitating the management of external funds.

### Outcome: Software partially implemented

Grant management software is partially implemented for reporting; software is functioning effectively and is efficient.

**Outcome Status:** Active

**Assessment Year:** 2014-2015

**Start Date:** 06/30/2014

#### Assessment Measures

**Qualitative Review** - Evaluate implementation process and how well what is implemented is functioning.  
(Active)

**Criterion:** 75% of reports generated are running adequately.

**Notes:** Include unanticipated roadblocks and how the rest of the implementation process could be done more smoothly.

### Outcome: Fully implement grant management software

Grant management software and communication is fully implemented and is running effectively and is efficient.

**Outcome Status:** Active

**Assessment Year:** 2015-2016

**Start Date:** 06/30/2015

#### Assessment Measures

**Internal Tracking** - Grants are entered into the software program in a timely manner. Reporting is working. (Active)

**Criterion:** At least 75% of all awarded grants are using the software. 100% of the applicable software functionality is implemented.

**Notes:** Note how well everything is functioning.

### Outcome: Communication with PIs

Grants management software communication with principle investigators (PIs) is fully functional and serves their needs.

**Outcome Status:** Active

**Assessment Year:** 2016-2017

**Start Date:** 06/30/2016

#### Assessment Measures

# Operational (Acad Affairs) - Grants Office

**Qualitative Review** - The communication piece of the grants management software is fully implemented and running efficiently for all grants awarded.

(Active)

**Criterion:** 80% of the PIs are fully trained and using the communication function which is fully implemented and functioning.

**Notes:** Develop a communication plan and training module for PIs.

Include user feedback.

## Outcome: Principal Investigator Satisfaction

Principal Investigators are satisfied with the Grants Office services and support.

**Outcome Status:** Active

**Assessment Year:** 2017-2018

**Start Date:** 06/30/2017

### Assessment Measures

**Survey** - Develop survey instrument to assess PI satisfaction with services and support. May want to hold a focus group to delve more deeply into a single issue, once identified. (Active)

**Criterion:** Principal Investigators are 80% satisfied with the grant services offered

**Notes:** How well is the communication from the grants management software working?

How satisfied are they with support midway through their grants?

How satisfied are they at grant close-out?

## Outcome: Institutional needs

Assess institutional needs for grant-funding and support services

**Outcome Status:** Active

**Assessment Year:** 2018-2019

**Start Date:** 06/29/2018

### Assessment Measures

**Survey** - Survey GBC faculty and staff for grant-funding needs assessment (Active)

**Criterion:** 20%-30% faculty and staff respond to the survey with information on their needs for grants

**Notes:** What needs are out there from faculty and staff for grants? What do faculty and staff know about the Grants Office and support services? What do they know about searching for and applying for grants? How well is information on the website working to inform them?