ASP Project Proposal

ACSI ACCREDITED

Submission Date (MM/DD/YYYY): _____

School Name: _____

Address: _____

City/State/Zip/Country: _____

Head of School/Director: _____ Phone: _____ School Web Address: _____

Check One: ◯ Transitioning from REACH to ASP   ◯ Renewing ASP

PLEASE READ INSTRUCTIONS BELOW

The ASP Project Proposal is developed by the school at two points in the accreditation cycle:

1) When transitioning from REACH to ASP, it is submitted along with the Transition Year Report at least six weeks prior to the Transition Team Visit; and

2) When renewing ASP (going from one ASP term to another), it is submitted in the final year of the accreditation term, after the Renewal Team Visit (schools should consult with their Regional Office to determine the exact due date).

The ASP project involves action research that is conducted by school personnel to address one or more major areas in need of change or improvement at the school. As such, an ASP project is both a practical project (a new or enhanced program, initiative, process, etc.) and a research project (a comprehensive assessment of the impact of that program, initiative, process, etc.). Schools are advised to consult the "Selecting a Project" section of page 7 of the ASP Manual (September 2016 version) for a list of criteria for ASP projects. A list of sample ASP projects is also provided in Appendix A.

Schools should discuss ideas for potential projects with their accreditation consultant before progressing to the stage of writing the formal proposal. The consultant will work with the school to ensure a project is chosen that is a) doable in scope, b) of sufficient strength to impact school culture, and c) well-designed, so that the impact on student outcomes can be assessed.

Please note that this form is provided to schools as a help for completing the ASP Project Proposal. However, use of this form is not required. Schools may opt to follow the guidelines on pages 8 and 9 of the ASP Manual (September 2016 version) in creating their own proposal document. Creating a proposal document is suggested if schools find additional pages are needed beyond what is provided in this form.

Needs Assessment

The goal of needs assessment is to identify major areas that can be targeted for improvement, in terms of both student learning and school effectiveness. Provide a description of the needs assessment process used to identify the proposed ASP project, for each type of needs assessment listed.

i. Comprehensive internal assessment conducted to identify areas in need of improvement
   (survey instruments need to be included in this research):

ii. External assessment to gain background information on potential project areas
(e.g., literature reviews, examining related best practices, and identifying exemplar schools/programs):

Project Description

Provide a brief (one-paragraph) description of the proposed project.

Project Rationale

i. Describe how the project relates to the **mission and core value statements** of the school, and how it is anticipated that the project will affect/impact the mission and core value statements, as well as the overall culture of the school.

ii. Identify the student learning outcomes/goals that will be addressed through the project, and describe the anticipated impact of the project on these outcomes/goals.

iii. Describe how insights and learning from the project may have a **potential impact on Christian education** and inform best practices in the field.

Institutional Support

i. Describe the **ASP team**, including titles/roles of all members. The team should be comprised of individuals from multiple school constituencies, one or more of whom should have knowledge and experience related to educational research methods.

ii. Assess the level of support the ASP project has from **governance and senior leadership** for the school. Provide/attach documentation of support (e.g., letters of support, copy of board minutes showing resolution to pursue ASP).

iii. Describe the anticipated **working strategy** for accomplishing work related to the ASP project (e.g., meeting schedule, reporting/ committee structure, ongoing communication with constituents).

iv. Describe actionable plans for **funding** the ASP project.

Research Design

i. Provide a preliminary list of the project's **guiding** research questions.

ii. Identify learning **outcomes** that will be targeted and assessed through the project.

iii. Describe the research **methodology**, including type of study to be conducted, data collection strategies (instrumentation, baseline data), and plan for data analysis.

iv. Describe indicators or **results** that will be accepted as evidence that the project's goals have been accomplished.

v. Provide a preliminary **timeline** for the research aspect of the project (continued on next page).

Research **timeline** (continued)

Challenges

Identify significant challenges that are anticipated in designing, obtaining support for, implementing, and/or conducting research on the proposed ASP project.