

DRAFT SoTL Cluster Review Criteria

Title:

Type: Disciplinary Topic cluster

Members in the cluster include:

Project Charter includes: all sections

Criteria	Insufficient	Satisfactory	Excellent
Description – Purpose – identifies the focus and board goals and context of the proposed SoTL Cluster	<input type="checkbox"/> Missing <input type="checkbox"/> insufficient or irrelevant	Clearly stated purpose outlining the focus and broad goals and context of the proposed SoTL Cluster	Clearly stated focus of the Cluster. Conveying the relevance of the focus and goals of the cluster’s purpose within the described context.
Description - Need – addresses an area of interest or concern arising in their courses or programs and would benefit student learning if addressed.	Need for this work is not clearly stated, is not explicitly relevant to teaching or student learning.	Need for the work is clearly stated, and relates to improvements in teaching and student learning. <i>(Need may focus on priority area in the University or unit, the gap in the literature for the research topic, or the need for establishing community of practice.)</i>	Need for the work is clearly stated, and links the work of the Cluster to improvements in teaching and student learning.
Goals & Timeline - Feasibility & achievability	Goals & timeline is not clearly stated, or is not achievable or feasible.	Goals & timeline are clearly outlined, but there is some uncertainty about the goals’ achievability or timeline feasibility.	Goals & timeline are clear, feasible and reflect a pattern of growth with later goals and tasks building on earlier stages of the project or members’ skills.
Envisioned process – Meetings & monitoring milestones	<input type="checkbox"/> Missing the description <input type="checkbox"/> insufficient description	A plan for near-monthly meetings stated. Milestones stated and reasonable.	Meeting description includes timeframes and focus. Milestones closely align with the goals and purpose of the group and indicate consideration of growth, feasibility and commitment to the project.
Financial	<input type="checkbox"/> Missing a description <input type="checkbox"/> insufficient description	Budget: Potential costs and amounts outlined including general or specific categories. OR Financial plan: Potential types of costs are listed, as well as the process for funding decisions within the cluster.	<i>Minimal +</i> Consideration is given to the principles that would underpin the group members’ financial decisions (e.g., spirit of equitable distribution, feasibility, priority focus).
Clarity of constraints, assumptions and risks <i>Weighting: 1</i>	<input type="checkbox"/> Missing <input type="checkbox"/> insufficient or irrelevant	Shows consideration of relevant constraints, assumptions and risks by stating them.	<i>Minimal +</i> identifies possible mitigations, options or changes to the cluster due to potential constraints, assumptions and risks
Alignment	Sections of the project charter contradict each other	Sections are consistent with each other (e.g., milestones fit with goals. Timeline fits with budget/financial plan).	Sections are consistent and the core goals are integrated and reflected throughout the charter.