

## **CALL FOR PROPOSALS**

### **Course Development and Enhancement Grants 2011-2012**

#### Background

The Comprehensive Plan for Faculty Development at Simpson College calls for the creation of an in-house small grants program to help faculty to develop new courses and redesign existing courses. As the plan suggests, "Individual courses created by faculty are at the center of the college student's experience." The Faculty Development Working Group recommended that funding be available for the purpose of buying books, software or other materials; traveling to libraries or collections; or financing other experiences to support the College's goals. To continue to move forward on this recommendation the College announces that four Course Development and Enhancement Grants will be awarded to faculty for the 2011-2012 academic year.

#### Process

Grant applications are due in the Faculty Development Office by February 7, 2011. The format for the applications and a budget form are on the next pages.

Preference will be given to proposals that

- are scheduled to be taught during a regular semester rather than during May Term
  - that reflect "an innovative teaching and learning process" consistent with Simpson's mission statement, and that
  - further one of Simpson's strategic goals: intellectual and practical skills, integrative learning, responsible citizenship in a global context, leadership, personal and social responsibility
- More detailed information about the strategic goals is available at <http://www.simpson.edu/plan>

The applications will be reviewed by the Faculty Development Committee and its recommendations will be forwarded to the Dean, who will make the final decision by April 1, 2011.

Reports utilizing assessment results will be due from grant recipients within 4 weeks of the end of the semester in which the course is taught.

#### Eligibility

All faculty with full-time contracts in both the 2010-2011 and 2011-2012 academic years are eligible to apply for funds to support courses taught during the 2011-2012 academic year. All faculty with full-time contracts in the 2011-2012 and 2012-2013 academic years are eligible to apply for funds to support courses taught during the 2012-2013 academic year.

Previous recipients of RSC, Diversity, or Course Development and Enhancement grants will only be considered for a new grant if all their receipts and their final report have been submitted.

#### Projected Expenses

Each award will be for up to \$500. The funding may be used for the purchase of materials, supplies, equipment, computer software; travel to libraries or professional conferences; or for the acquisition of other course materials. Faculty must provide the College with expense receipts up to the amount granted. The grant may not be taken as a stipend.

Money may be used for courses that will be taught during either the 2011-2012 or the 2012-2013 academic years; however, the money must be spent during the 2011-2012 budget year (i.e., between June 1, 2011 and May 31, 2012). If you need to spend money before June 1, 2011, please indicate what that money is needed for and why it needs to be spent early. Not all exceptions will be possible.

**Course Development and Enhancement Grants  
2011-2012  
Format for Applications**

Please address your application to an interdisciplinary audience of your Simpson College colleagues, not to specialists in your field. Please submit your grant request to the faculty development office by February 7, 2011. The application should include the following items:

1. Proposal Title
  2. Name of the Proposer
  3. A description of the proposed course for which funding is being sought if it is a new course, or the catalog description if it is an existing course.
  4. Information about when and how often you intend to teach the course.
  5. A description of how you intend to use the funding. This should include a specific description of the purchases and activities, including location, schedules or itineraries. Provide a justification for your use of the funds. For example, articulate the need for travel: why must you travel rather than contact someone over the phone or use an electronic database?
  6. A description of the student learning outcomes that will be met *through the use of these funds* and a description of how these learning outcomes will be assessed. These learning objectives should focus on what students not instructors will do. The best learning objectives start with action verbs that are measurable. Illustrate, critique, and construct are better verbs to use in a learning objective than understand. The following website provides a long list of possible action verbs: <http://www.cme.northwestern.edu/executing-a-cme-conference/objectives.pdf>
  7. Please clarify how your proposal supports the College's mission and strategic plan. Preference will be given to proposals that
    - reflect "an innovative teaching and learning process" consistent with Simpson's mission statement, and that
    - further one of Simpson's strategic goals
      - Intellectual and practical skill
      - Integrative learning
      - Responsible citizenship in a global context
      - Leadership
      - Personal and social responsibility
- More detailed information about the strategic goals can be found at <http://www.simpson.edu/plan>
8. A complete budget for the project. The budget should be submitted using the standardized budget form available from the Faculty Development Office. This form includes information about budget restrictions.
  9. Please indicate whether, if your proposal is funded, we may share your proposal with others. Your answer to this question will not influence whether your proposal is funded.

**SIMPSON COLLEGE  
BUDGET PROPOSAL FORM  
Course Development and Enhancement Grant  
2011 - 2012**

ITEM		AMOUNT
<b>Equipment</b>		<b>\$</b>
1:	Cost:	
2:	Cost:	
3:	Cost:	
<b>Materials</b>		<b>\$</b>
1:	Cost:	
2:	Cost:	
3:	Cost:	
<b>Travel Costs</b>		<b>\$</b>
Airfare:		
Mileage: Number of miles _____ @ <u>.50/mile</u> (or current mileage rate)		
<b>Lodging</b>		<b>\$</b>
Number of days _____ @ \$ _____ /day		
<b>Other Expenses</b>		<b>\$</b>
1:	Cost:	
2:	Cost:	
3:	Cost:	
<b>TOTAL EXPENSES</b>		<b>\$</b>
<b>AMOUNT REQUEST (not to exceed \$500)</b>		<b>\$</b>