Committee for Excellence in Learning and Teaching (CELT) Professional Development Funds

Program Overview

The mission of the Committee for Excellence in Learning and Teaching (CELT) includes fostering collaboration among faculty and students to build a scholarly community around issues of teaching and learning. CELT seeks to promote a variety of pedagogical strategies that actively engage students in learning and that will result in improved student learning as part of WCU's new strategic plan Pathways to Student Success.

To support this mission, CELT invites proposals for Professional Development Funding to support cutting edge projects to improve student learning. Up to four projects will be selected for funds up to $2,000 per project. These funds are to encourage the implementation of new and innovative projects that would not be possible without this financial support. We are particularly looking for projects that demonstrate:

1. Significance – projects that address major challenges and/or have the potential for considerable impact on student learning; and
2. Reach – projects that have the potential to reach large audiences and across departments and disciplines.

Suggested project types:

We encourage applicants to think creatively about project development. Past successful projects have included the following types of activities:

- *Pedagogical activities* – projects that result in the use of effective pedagogical strategies to actively engage students and improve learning.
- *Resource development* – projects that result in the creation of pedagogical resources, such as instructional videos or lesson plans, that can be used by students and/or faculty.
- *Curriculum activities* – projects that result in the development of curricular innovations, such as new or enhanced courses or programs, that improve student learning. Proposed projects must go beyond acquisition of content knowledge by a faculty member for a course.
- *Training activities* – projects that result in workshops or other teaching-related professional development opportunities for WCU faculty.
- *Extra-curricular activities* – Projects that develop learning activities for students outside of a particular course.

Projects do not need to fit into these descriptions.

Examples of what may be funded:

- Faculty facilitation of a workshop at WCU specifically targeted to improve student learning through pedagogical, assessment, curricular, or other innovation
- Materials purchased for use in the classroom, faculty training in pedagogy, or collaborative development of activities to improve learning (e.g., purchasing materials for a problem-based learning curriculum or infusing a theme or skill set throughout a curriculum)
- Faculty development of learning resources or an improved curriculum
- Research projects that engage students in critical thinking tasks such as analyzing, integrating, synthesizing, and evaluating material; that implement high impact practices; that provide opportunities for students to apply their learning in meaningful contexts; or that engage in the Scholarship of Teaching and Learning principles and practices
- Faculty compensation via dual compensation for time required that is above and beyond normal expectations for course development

Timeline:

FOR APPLICANTS	
February 10, 2023, at 11:59 p.m.	Deadline for proposals. *Submission via* InfoReady
April 14, 2023	All applicants will be notified of award decisions
FOR RECIPIENTS	
December 15, 2023	Narrative progress report is due
April 19, 2024	▪ Project must be completed, and all funds expended. Rollover to the next fiscal year is not permitted. ▪ Final report should be submitted to TLAC following the guidelines in the Post Award Process section below. Awardees will share a presentation about their project at an event TBD during Spring 2024.

Guidelines

Applicant Eligibility

- All tenured, tenure-track, and regular part-time (RPT) faculty (current members of CELT are not eligible to apply). Adjunct faculty are encouraged to apply in partnership with a tenured, tenure-track, or RPT faculty member.
- Collaboration with faculty from sister PASSHE institutions is permitted, with the WCU faculty applicant serving as the primary applicant
- The applicant must clearly identify the status of each individual (e.g., staff, graduate assistant, graduate student, undergraduate student) who will be participating in the project activity

Institutional Review Board/ Institutional Animal Care and Use Approval

If a project is selected for funding, Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC) approval, if needed, must be received before the funding period begins.

Hallmarks of a successful proposal include:

- A clear and evidence-based rationale for the significance of the project and its potential impact on student learning, and a plan for assessing learning outcomes
- Projects that demonstrate significant reach by impacting a large number of students, collaborating across departments or disciplines or otherwise showing wide impact
- Plans to contribute to larger faculty development networks at WCU through the dissemination of project outcomes

What is not funded:
- Academic year AWAs (partial summer AWAs may be funded)
- Support for faculty or students to attend and/or present at professional conferences and meetings
- Purchase of computer hardware or other instrumentation

We encourage applicants to explore other sources within WCU (e.g., Technology Fee) to fund the technology and student support components of their projects.

Application Instructions

Please review the application guidelines closely.

Your application for a professional development award should consist of the following materials:

1. **Basic Information.** The InfoReady system will request the following information as part of your proposal: Title of the proposed project, all names of the applicants (including their name, title, and department), beginning and end dates for the project, total amount requested and other funding sources. Note: names listed must match the two-page C.V.s included. While InfoReady will request signatures from your Department Chair and Dean, we recommend that you contact both to ensure they know to look for the signature request.

2. **Budget form and budget explanation**
   - Limit budget to the form with the budget template provided below, along with footnotes.
   - Itemize as specifically as possible.
   - Omit lines that do not apply.
   - Enter the total amount for each category of expense in the table itself.
   - Use footnotes to provide context and explanation for your budget line items, discussing items requested in the budget and their quantities in terms of necessity for the project.
   - Any request for dual compensation must include an explanation demonstrating how the work extends beyond normal course development expectations or other standard work obligations. Dual compensation requests must also budget for associated fringe benefit costs – please consult with your college budget manager for your fringe rate.
   - Provide real costs when available instead of estimates.
   - Build in an amount to cover taxes/benefits for student workers in your total. Consult the "Student Job Pay Guide" and "Student Payroll Request Form," available from the [Budget Office website](#) for information regarding student wages.
   - Cost sharing by other funding sources will be regarded favorably, as will budgets that reflect efficient use of existing resources that are currently available at no cost (e.g., library electronic databases, computing technology, etc.).
   - We encourage you to consult with the Office of Sponsored Research for budget items.

Funds will not be available until July 1, 2023.

3. **Project Proposal.** Limit to three pages (single spaced, font size 12, 1" margins), including figures and in text citations*. Any pages beyond the first three will not be read during the review process. Label the parts of your proposal using the topics below as section headings. Proposals that do not explicitly address all proposal sections will be disqualified. The full evaluation process is described in more detail below.

   - **Project Overview:** Provide an introduction, background, purpose, and goals of your project.
     - **FOR PREVIOUS AWARDEES ONLY:** Provide a brief update of your dissemination of past results beyond the final CELT report submission.
   - **Project Description:** Discuss the significance of the project to your department or discipline, drawing on research where applicable. Specifically describe how the project will impact students via measurable outcomes. This section should also clearly articulate the potential reach of your project, including both direct and indirect impacts on students and student learning. Describe any collaborative components of the project both within your work unit and outside your division.
   - **Work Plan:** Provide a thorough step-by-step narrative that describes the specific methods and/or activities for implementing your project and its goals identified above. Provide a specific timeline for your methods and/or activities. To the extent possible, justify the length of time for the project.
   - **Outcomes:** Describe the *measurable* results expected when your project is implemented and mechanisms you will use to measure your outcomes. Specifically describe the impact of the project on student learning or teaching. Quantitative, qualitative, and mixed methods would be acceptable.
   - **Plan for Sharing Project Results:** Address how the results of your project will be shared with the campus community. Awardees will also provide a presentation of their project at the CELT summer workshop in May.

4. **Supplemental Materials**. You may submit 1 additional page with an optional contingency plan should the completion of the project be obstructed, and list of references cited.

*For purposes of page limitations, in text citations may be used as an et al. or with number reference, without penalty.

Evaluation Process

Proposals will be evaluated as follows:

Stage 1: The full proposal will be reviewed, and each section evaluated as to whether the project is adequately developed and meets minimum standards as laid out in the following rubric. Any proposal that does not meet minimum standards for all criteria according to a majority of reviewers will be excluded from further review.

Rubric (minimum standards):

- **Project Overview:** The project is clear and connected to specific goals. Updates are provided by previous awardees.
- **Project Description:** Project significance and reach of impact are discussed and connected to student learning.
- **Work Plan:** A clear work plan and reasonable timeline are provided.
- **Outcomes:** Measurable outcomes related to student learning or teaching are described with a well-developed assessment plan.
- **Plan for Sharing Project Results/Final Report:** A dissemination plan is provided.
- **Budget Explanation:** The budget explanation provides a clear rationale for project costs including a rationale for dual compensation requests.

Stage 2:

CELT members will discuss the merits of each remaining proposal. Reviewers will then choose their top six proposals and rank these for reach and significance – all non-ranked proposals will be given a score of 7. Ranks will be added together to determine the 4 highest-ranked proposals.

Post Award Process

Project leaders will be reimbursed for project-related expenses listed in the budget, aside from dual compensation and student labor. Receipts should be submitted to Patricia Kennedy in the Provost's office at pkennedy@wcupa.edu by May 8, 2024. To initiate dual compensation, also contact Patricia Kennedy. In special circumstances, a Procurement/Disbursement Requisition may be authorized for third party payments once an invoice is received. Funds cannot, however, be dispensed into individual accounts. To receive the funding, you must commit to providing a brief interim report of your activities and a complete final report. Award recipients will provide a presentation about the project at an event TBD during Spring 2024.

A schedule for these reports is included at the top of this request for proposals.

- The **Progress Report** should be a maximum of one (1) page in length and include a description of the purpose of your activity, who participated, what you accomplished, and your next steps (plan for action). Pictures of your participants are encouraged! The report will be submitted via a Qualtrics link sent to recipients by December 2, 2023. Failure to submit the report will result in denial of future funding from the Committee for Excellence in Learning and Teaching.
- The **Final Report** must be received by April 19, 2024 and should indicate: 1) the program outcomes described in the original proposal, 2) actual measured outcomes from the project, 3) a discussion of any discrepancies between the proposal and project. Recipients will receive a Qualtrics link for final report submission.

If you have questions or want more information, please contact CELT co-chairs Paul Sylvester (PSylvester@wcupa.edu) and Dawn Patterson (dpatterson@wcupa.edu).

BUDGET FORM

Budget notes: Complete all columns (omit items that are not relevant). Remember to identify any "Other Funding Sources." Use footnotes to provide explanation for items. Any request for dual compensation must include an explanation demonstrating how the work extends beyond normal course development expectations.

Project Budget	Amount Requested	Other Funding Sources	Line-Item Total
1. Personnel			
Student Worker			
Presenter, Facilitator, or Consultant			
Compensation for research participants			
Dual compensation			
Dual comp benefits			
Subtotal (Personnel)			
2. Operating Expenses			
Supplies			
Travel			
Other *			
Subtotal (Operating Expenses)			
Total Project Amount			