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

Proposals for work to be completed between July 1, 2017-May 12, 2018

Timeline

FOR APPLICANTS	
February 15, 2017 at noon	Deadline for proposals. *Proposals should be submitted as a single PDF to Evelyn Doran, <EDoran@wcupa.edu>*
April 14, 2017	Professional funding recipients will be notified
FOR RECIPIENTS	
December 4, 2017	Narrative progress report is due (send via email to CELT co-chairs)
April 27, 2018	▪ Project must be completed and all funds expended. Rollover to the next fiscal year is not permitted. ▪ Final report, including an executive summary of "best practices" and "lessons learned," should be submitted to *Evelyn Doran, <EDoran@wcupa.edu>*. Report should be suitable for publishing online at the Teaching, Learning, and Assessment Center website. Awardees are also asked to share a poster presentation of their work at the CELT Summer Workshop in May.

Overview of CELT Professional Development Funding

The mission of the Committee for Excellence in Learning and Teaching 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 the new strategic plan Building on Excellence. CELT will award up to five development grants this cycle.

CELT invites you to apply for a Professional Development grant for Funds up to $2,000 for activities to be carried out in the 2017-2018 academic year.

Suggested project categories:

Applicants do NOT have to confine or submit their projects within a category.

- *Pedagogical activities* – projects that result in the use of effective pedagogical strategies to actively engage the student and improve learning.

- *Curriculum activities* – projects that result in the development of curricular innovations that improve student learning. Proposed projects must go beyond acquisition of content knowledge by a faculty member for a course.
- *Assessment activities* – projects that result in the implementation of assessment practices that improve student learning.
- *Diversity activities* – Projects that create a "J" course designation, or integrate the issues of race, disability, gender, class, ethnicity, sexual orientation, and international concerns into new or existing curricula.

Guidelines

Applicant Eligibility

- All tenured, tenure-track, and regular part-time (RPT) faculty (current members of CELT are not eligible to apply);
- Collaboration with faculty from sister PASSHE institutions is permitted, with the WCU faculty applicant serving as P.I.

- The applicant must clearly identify the status of the each individual (e.g. staff, graduate assistant, graduate student, undergraduate student) who will be participating in the project activity.

Institutional Review Intuitional Animal Care and Use

If the grant is awarded, Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC) approval, if needed, must be received before the grant begins.

Hallmarks of a successful proposal include:

- A clearly-articulated and meaningful connection between the proposed activities and improved student learning, and a plan for assessing learning outcomes;
- Projects that foster collegial and scholarly interactions among faculty and students;
- Plans to contribute to larger faculty development networks at WCU through the dissemination of project outcomes;
- Clear demonstration of a relationship between the project goals and the *WCU Strategic Plan: Building on Excellence*.

What is 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);
- Funding to support 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.

What is not Funded:
- AWAs or faculty summer salary;
- 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 or departmental Educational Service funds) to fund the technology and student support components of their projects.

Application Instructions

Your application for a grant should consist of the following materials:
1. **Cover and signature page:** use the form provided here. Proposals submitted without the required signatures will be disqualified.
2. **Budget form.**
   - Limit budget to the form with table provided, 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 itemize and justify expenses in terms of cost per item, and identify other funding sources.
   - Give real costs when available instead of estimates.
   - Build in an amount to cover taxes/benefits in your total. Consult the "Student Job Pay Guide" and "Student Payroll Request Form," available from the Payroll Office (201 Carter Drive, Office of Human Resources) 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.)
- Funds will not be available until July 1, 2017. If applicants request funds prior to July 1, 2017, the request must be clearly stated in the proposal with a rationale provided.

3. **Project Proposal.** Limit to three pages and label the parts of your proposal using the topics below as section headings; your proposal will be evaluated on how well you respond to these guidelines (see **Evaluation Rubric**).

- **Project Overview (20 points):** Provide an introduction to your project, the project goals and its overall significance in relationship to the themes stated in the WCU Strategic Plan: Building on Excellence.
- **Project Methods/Activities (25 points):** Provide a thorough narrative that describes the specific methods and/or activities for implementing your project and its goals identified above.
- **Timeline (10 points):** Provide a specific timeline for your methods and/or activities. To the extent possible justify the length of time for the project.
- **Outcomes (25 points):** Describe the *measurable* results expected when your project is implemented and mechanisms you will use to measure your outcomes.
- **Collaborative Effort (10 points):** Describe the ways in which you will collaborate within your work unit or outside your division throughout your project implementation.
- **Plan for Sharing Project Results/Final Report (10 points):** Address how "best practices" or "lessons learned" from your project will be shared with the campus community. An executive summary of "best practices" and "lessons learned" will be included in the final report due in the office of the Associate Provost and Dean of Graduate Studies by April 27, 2018. Awardees are also asked to share a poster presentation of their work at the CELT summer workshop in May.
- **Budget Narrative (REQUIRED):** Note that a detailed budget with breakdown of project costs is necessary. Incomplete or unjustified budget will lead to rejection of the proposal. Discuss and justify all items requested in the budget and their quantities in terms of necessity for the project.

4. **C.V. of all participants (REQUIRED):** a 2 page C.V. for each faculty and staff participant, emphasizing experiences or scholarly work most related to the proposed project.

Evaluation Rubric

Applications will be evaluated based on the rubric below. Since the awards are meant to move the institution forward, as defined by the WCU Strategic Plan: Building on Excellence, http://www.wcupa.edu/sharedvision/strategicplanning/ funds will not be awarded when the only beneficiary is the applicant (for example, purchase of a personal computer, travel, conference registration fees, etc.).

Item	Excellent	Adequate	Needs improvement	Score
Project overview	• Clearly defines project significance in relation to the strategic plan themes. Budget details are clearly and thoroughly outlined.	• Adequately defines project significance in relation to the strategic plan themes. Most budget details are present.	• Does not clearly define project significance in relation to the strategic plan themes (It is not clear how the project advances the theme goal identified). Budget details are not clear or complete.	/20
Project Methods /Activities	• Described activities/methods will be highly effective for implementing the proposed project goals.	• Described activities/methods will be adequately effective for implementing the proposed project goals.	• It is not clear how the described activities/methods will successfully implement the proposed project goals.	/25
Timeline	• Proposed timeline thoroughly and effectively outlines the activities/ methods described.	• Proposed timeline adequately outlines the activities/ methods described.	• Proposed timeline does not sufficiently outline the activities/methods described.	/10
Outcomes	• Outcomes are well-conceived and stated in ways that are clearly measurable.	• Outcomes stated in ways that are measurable, however outcomes require some modification.	• Outcomes stated in ways that are not clearly measurable and require major modification.	/25
Collaborative Effort	• Extensive and effective collaboration within and outside the project director's unit is identified and explained.	• Some collaboration within or outside the project director's unit is identified and explained.	• No efforts to collaborate within or outside the project director's unit are identified and explained.	/10
Plan for Sharing Project Results/Final Report	• Plans for sharing best practices/lessons learned with the campus community are clearly identified.	• Plans for sharing best practices/ lessons learned with the campus community are adequately identified.	• Plans for sharing best practices/lessons learned with the campus community are not clearly identified.	/10

The Funding Process

Project leaders will be reimbursed for project-related expenses. Receipts should be submitted to the Teaching, Learning and Assessment Center by May 10, 2017. 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 suitable for posting on our website and for circulation to the faculty via email. Your reports should be submitted to *Evelyn Doran, EDoran@wcupa.edu*.

You are also asked to share a poster presentation of your work at the CELT summer workshop in May. Information about poster preparation is available here: http://subjectguides.wcupa.edu/Poster_Printing. 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! Send via email to CELT co-chair Matt Saboe msaboe@wcupa.edu Janneken Smucker,jsmucker@wcupa.edu., and to Evelyn Doran <EDoran@wcupa.edu> by December 4, 2017. 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 27, 2018, and should fully describe the purpose, methodology, results, and implications of your work and should be no more than three pages in length. The report should be suitable for publishing online at the Teaching, Learning, and Assessment Center website. Awardees will also be asked to present their work at the CELT Summer Workshop in May.

If you have questions or want more information, please contact one of the co-chairs of the Committee for Excellence in Learning and Teaching: Matt Saboe, msaboe@wcupa.edu or Janneken Smucker, jsmucker@wcupa.edu.

Committee for Excellence in Learning and Teaching Professional Development Funding Proposal
COVER SHEET

Name, Title, and Department of Applicant(s):

Title of Proposed Project:

Beginning Date: Ending Date: Amount requested:

Other sources of funding (department, WCU or PASSHE Faculty Development Awards, FaStR, external grants, or other).

The undersigned agrees to accept responsibility for the conduct of the project, the expenditure of the funds provided, the dissemination of project outcomes on the WCU campus, and the filing of a final project report with the Committee for Excellence in Learning and Teaching.

_____

                                    Applicant's Signature   Date

_____

                         Department Chair's Signature   Date

_____

                                      Dean's Signature   Date

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 and/or justification for items.

Project Budget	Amount Requested	Other Funding Sources	Line Item Total
1. Personnel			
Student Worker			
Presenter, Facilitator, or Consultant			
Compensation for research participants			
Subtotal (Personnel)			
2. Operating Expenses			
Instructional Materials			
Purchase of copyrighted materials			
Supplies			
Photocopying/Duplicating			
Travel			
Lodging			
Other *			
Subtotal (Operating Expenses)			
Total Project Amount			