

Curriculum Innovation Grant Guidelines:

ROUTING SHEET: Curriculum Innovation Grant Application (CIG)

Applicant(s): _____

Applicant Department(s): _____

Project Title: _____

Have you received a previous Curriculum Innovation Grant? ___ Yes ___ No
If so, what year?* _____

Application Deadlines (Both hard copy to department chair and electronic copy to shashi.kanbur@oswego.edu are due by 4:30 PM on the first Monday in March:

Applicant Signature

Date

Applicant Signature

Date

Applicant Signature

Date

Signature denotes support. Please attach a brief explanation if you DO NOT support this proposal. It is the responsibility of the signer to deliver this application to the appropriate office before the deadline.

Department Chair

Date

Dean

Date

Dean routes application to the Provost's Office, 702 Culkin Hall.

Chair, SCAC

Date

Provost

Date

* Include a copy of your final report.

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PURPOSE AND SCOPE OF PROGRAM: This program supports the creation of new courses needed to keep our disciplinary, interdisciplinary and general education programs current in content, quality, and delivery. In addition to proposals for courses that serve to enhance the overall quality of curricula, those which address either the college's commitment to expanding student knowledge and skills related to international and intercultural issues, or the urgent need to develop student knowledge and skills related to sustainability are particularly sought.

The focus of proposals related to international and/or intercultural issues should be on expanding awareness of growing global interconnectedness and developing skills and expertise for meeting challenges directly linked to this trend. For example, courses might be designed to include a study abroad component or to prepare students for study abroad in their field. Or, courses might provide comparative perspectives to help students develop knowledge and skills for cultural understanding. Courses might expand students' understanding of another culture.

The focus of proposals related to sustainability should be on expanding awareness of ways and means to minimize exploitation of finite natural resources and developing skills and expertise for meeting challenges directly linked to the issue of sustainability. For example, courses might be designed to include case studies or to prepare students to engage in activities that help draw down their individual carbon footprints. Or, courses might provide comparative perspectives to help students develop knowledge and skills for pursuing sustainable solutions to overconsumption of resources. Courses might expand students' understanding of global warming as an urgent challenge to humanity.

These grants will support course creation for current programs and for new programs that have been approved through the program approval process, observing the following points:

Grants must support pervasive changes in pedagogical approaches that require significantly greater faculty effort than would be considered a normal part of his/her responsibilities. Examples of acceptable projects include: a course that is being designed for on-line teaching for the first time, a collaboration with external partners for service learning, internships, field trips, etc; or creation of a course outside one's current area of expertise, at the request of the department.

Grants will not support course revisions or course development that would be considered a normal part of the responsibilities of a faculty member in his/her own areas of expertise, e.g., incorporating new active learning strategies or assessments; collaborative assignments; or creating a new course within one's area of current expertise.

Evaluation criteria are provided on the rating sheet at the end of this document.

APPLICATION DEADLINES: Please forward one copy to the appropriate department chair plus an additional copy to shashi.kanbur@oswego.edu no later than 4:30PM on the first Monday in March. Routing sheets should be signed, scanned, and converted to pdf format, if possible.

ELIGIBILITY: All full-time teaching faculty (including librarians), full-time temporary faculty who have multi-year contracts and are not in their final year, and non-teaching professionals on

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term and continuing appointment in the Division of Academic Affairs, are eligible to apply within this category with the following restrictions:

Applicants may receive a maximum of one professional development award per year (Scholarly and Creative Activity Grant, Course Innovation Grant, and Student/Faculty Collaborative Challenge Grant). No grants are awarded to individuals who will be on sabbatical at the time they would receive the grant.

Persons who have had a Curriculum Innovation Grant funded are not eligible again for another two academic years. For example, an awardee in Spring 2009 is again eligible in the 2011 – 2012 academic year.

FUNDING: A faculty member may receive funding up to \$2,400 for work on one course, with a maximum summer stipend of \$2,000. Funding up to a total of \$3,600 (with no person receiving more than a maximum summer stipend of \$2,000) may be requested for collaborative work among multiple instructors of the same course; a convincing rationale and description of the responsibilities of all participants on the project must be included. Funding may be used for instructor stipend(s), travel, or materials used by instructor(s) to prepare for the new course. Funds may not be used to purchase equipment or materials to be used by students enrolled in the course; such items must be requested and funded through normal channels (e.g., Penfield Library for curriculum materials; SCAP funding for computer and other instructional technologies; department funding for supplies and equipment; etc.). The Committee on Learning & Teaching (COLT) may recommend adjustments in the requested budget.

TIMELINE: Proposals will be solicited once in each academic year. Projects will be completed over the summer. Assigned time during the academic year will not be supported by this program.

PROPOSAL GUIDELINES: Proposals for Course Innovation Grants should be concise, between three (3) to six (6) pages, single-sided and double-spaced (excluding routing and budget sheets, curriculum vitae, and appendices). Extraneous documentation is discouraged although assessment instruments and other supporting materials that will help reviewer understand the proposed innovation may be included as appendices. Proposals must contain the following components:

1. Completed Cover/Routing Sheet

2. Description of Your Project: This description must be complete and specific. Remember that reviewers will predominantly be non-experts. The description should address all the following areas (see rating sheet at the end of this document):

Description of course innovations: Give a broad outline of the content to be covered. What are the pedagogies to be employed? What are the proposed learning outcomes for students?

What assessments will you use to document student learning outcomes as result of these innovations? This will be considered to be a preliminary draft, since the work of the project is to develop these pieces.

Justification for course innovations: What new developments in the discipline and/or new directions/developments for a program necessitate this innovation? How does your proposal

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support current department and campus-level priorities and initiatives? How does this proposal fall outside the faculty member's current expertise and normal course development/improvement responsibilities?

Description of faculty effort and qualifications to complete course innovations: What will (each) faculty member(s) involved in the course innovation project do during the grant period? What methods or procedures do you propose to use in order to meet your course innovation goals? What professional training and experience do you bring to bear on this project in order to complete it successfully?

3. Budget Justification and Explanation: Provide a narrative that explains and justifies the specific requests for stipends for participants, travel expenses, supplies, and other costs listed on the Budget Sheet. Budget submissions for all proposals should document efforts to obtain funding from other sources, including funding of materials and equipment to be used by students enrolled in the course by departments and deans, UUP, and external sources. Requests to travel to conferences or workshops associated with course innovation activities will be considered, but the contribution of the travel to the project must be persuasively justified.

4. Budget Page: Use the Budget Sheet below with additional pages, if required.

5. Curriculum Vita: Provide a maximum two-page vita highlighting relevant teaching and research/creative activity.

If appendices are included, they must be kept brief, and used only to provide specific support to the project description. You may include correspondence that supports the plans you describe in (1) above, assessment instruments to which you have referred, or copies of contacts with travel agents that support your budget.

Some additional points that applicants may consider in constructing their proposals include:

Is travel absolutely necessary? Many modern technologies provide reasonable alternatives for communication with individuals at other institutions (e.g., SKYPE, dimdim).

Although budgets for some items may be difficult to predict in advance, the clearest and most specific budgets and justifications are those most likely to receive positive review.

The grants are designed to fund targeted innovations, and not just tweaks of existing courses. Make explicit how the proposed course ties into this.

REVIEW COMMITTEE AND CRITERIA FOR EVALUATING PROPOSALS: Proposals will be read and evaluated by the Committee on Learning and Teaching (COLT). COLT committee members in the same department as the applicant(s) may answer questions about the field of the activity but will not rate proposals from members of their department. Recommendations will be submitted in priority order to the Provost for final approval. Feedback on proposals will be available from the chair of COLT, so that improvements can be made in future applications. The criteria used for evaluating proposals are summarized on the rating sheet at the end of this document. Please use the rating sheet to review your proposal before submission.

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FINAL REPORT: Award recipients are required to submit the following to the appropriate department early in the fall semester following the award: (1) a curriculum proposal including an official course outline; (2) the course syllabus; (3) any other materials needed for the curriculum review process by curriculum committees and appropriate administrators. One copy of the proposal should also be forwarded to the Provost's Office along with a report that includes (1) a final description of the course innovations supported by the grant (i.e., a description of new content to be covered and new pedagogies employed in the revised or new course); (2) the learning outcomes for students (if not included in the course outline or syllabus); (3) the assessments used to document student learning outcomes as a result of these innovations (if not included in the course outline or syllabus).

The Provost's office will forward a copy of your report to the Committee on Learning & Teaching. You are also encouraged to present your project at the Oswego Symposium on Learning and Teaching in October.

Budget Sheet

Applicant(s): _____
Department(s): _____

Salaries:

Summer stipend (maximum \$2,000) _____

Supplies and Equipment (for instructor use only) _____

Travel for Proposed Activity _____

Other (specify) _____

TOTAL FUNDS REQUESTED (limit \$2,400 for 1, \$3,600 for 2 persons) _____

Other funding requested/expected/received from what source?

For what purpose?

In the amount of?

NOTE: No more than 10% of any budget category may be used for a purpose other than that specified in the approved budget. Your submission of a grant proposal implies your consent for inclusion of the proposal, if funded, and your final report on the COLT/CELT website (<http://www.oswego.edu/celt>) and/or Provost's website (http://www.oswego.edu/provost/cig_archive.html) for the benefit of faculty preparing future grant applications.