2016 Curriculum Innovation Grants

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. Proposals should address courses that serve to enhance the overall quality of curricula, or 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.

Curriculum Innovation grants will support course creation for current programs and for new programs that are being prepared for approval.
Areas this program supports:
 ▪ Pervasive changes in pedagogical approaches that require significantly greater faculty effort than would be considered a normal part of his/her responsibilities. Demonstration of this is crucial to success of a proposal (examples of acceptable projects include: creation of a course outside one's current area of expertise, at the request of the department; collaboration with external partners for service learning, internships, field trips, etc.);
 ▪ Course creation or revisions that are in line with departmental, program, and institutional priorities; revisions to existing courses must be major and not superficial.
Areas this program does 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; creating a new course within one's area of current expertise);
 ▪ A course that is being designed for on-line teaching for the first time, since other funds are available for such development (note this restriction can be waived with a letter from the Dean of Extended Learning indicating their refusal to support the development of the course);
 ▪ Development of programs (e.g., a new minor).

APPLICATION DEADLINES
Proposals with routing sheets signed by applicant(s) and Department Chair(s) are to be submitted to cognizant Deans by the first Monday in March. At this time, also send materials to the Assistant Provost (Michael.ameigh@oswego.edu). In keeping with campus-wide sustainability initiatives, proposals are to be submitted electronically (MS Word or Adobe Acrobat format). Routing sheets should be signed, scanned, and the entire application converted to pdf format as one complete file.

ELIGIBILITY
All full- and part-time teaching faculty, librarians, and non-teaching professionals are eligible to apply 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 Faculty-Student 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 in the following academic year (hence if your most recent award was in Spring 2014, you are again eligible for Spring 2016).
 ▪ Persons who have previously received a Curriculum Innovation Grant but who have not filed a final report with the Provost's office are not eligible.
 ▪ Persons who are not on term or continuing appointment are eligible only if the support letter from their department chair or similar overseer indicates that, to the best of their knowledge, the individuals will return to teach in the fall following the receipt of a grant.

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. 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; TIP 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, with a **maximum of six (6) pages** of text and references, 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 reviewers understand the proposed innovation may be included as appendices. Proposals must contain the following components:

1. Completed Routing Sheet: The routing sheet will be accompanied by a support statement from department chair(s), indicating how new courses fits into the program and how it affects a faculty member's regular rotation of courses. For example, will a course no longer be instructed or instructed in alternate years to make teaching the proposed course possible?

2. Description of 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 the proposal 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 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 the applicants bring to bear on this project in order to complete it successfully? Note: if individuals other than the applicants are named in the proposal as providing support, confirmation letters from these individuals must be included.

3. Budget Justification and Explanation: Provide a narrative that explains and justifies the specific 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 internal 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 Sheet: Please use the attached sheet.

5. Curriculum Vitae: Provide a **maximum two (2) 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 proposed plan, assessment instruments to which the proposal refers, or copies of contacts with travel agents that support the budget estimates.

Some additional points that applicants may consider in constructing their proposals include:
- The grants are designed to fund targeted innovations, and not just tweaks of existing courses. Make explicit how the proposed course ties into this.
- 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.
- Is travel absolutely necessary? Many modern technologies provide reasonable alternatives for communication with individuals at other institutions (*e.g.*, Skype, Google Hangouts, etc.).
- Consider other on-campus funding possibilities if this program is not a clear match (*e.g.*, UUP-IDAP for professional development, OIEP for travel courses).

REVIEW COMMITTEE AND CRITERIA FOR EVALUATING PROPOSALS
Proposals will be read and evaluated by the Committee on Learning & Teaching (COLT). COLT will not rate proposals from members of their department, although they may answer questions about the field of the activity. Recommendations will be submitted in priority order to the Provost for final approval. Although COLT is not informed about decisions regarding support of proposals, feedback will be available from the chair of COLT for applicants, 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.

FINAL REPORT
Award recipients are required to submit a course proposal to the appropriate Curriculum Council (undergraduate or graduate) early in the fall semester following the award. Following the course being delivered, grant recipients will forward the following to the Provost's Office: (1) a copy of the course proposal; (2) the course syllabus; (3) a brief report that includes a final description of the course innovations supported by the grant and the assessments used to document student learning outcomes as a result of these innovations. Recipients are strongly encouraged to present the project at a workshop hosted by the Center for Excellence in Learning and Teaching.

2016 Curriculum Innovation Grant - Routing Sheet

Applicant(s): _____

Applicant Department(s): _____

Project Title: _____

_____

Have you received a previous Curriculum Innovation Grant? ____ Yes ____ No

If yes, in what year? _____
Final report filed? _____

_____   _____
Applicant Signature   Date

_____   _____
Applicant Signature   Date

_____   _____
Applicant Signature   Date

Deadline for application to reach Dean's office: *first Monday in March*

_____   _____
Department Chair/Director Signature   Date

_____   _____
Department Chair/Director Signature   Date

* Chairs please attach a support letter, including information indicated in the grant solicitation.

_____   _____
Dean Signature   Date

* Dean routes application to the Provost's Office, 702 Culkin Hall. Dean signature denotes support.

_____   _____
Provost Signature   Date

2016 Curriculum Innovation Grant - Budget Sheet

Applicant(s): _____

Department(s):_____

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:	For:	In the amount of:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NOTE: Budget justifications are to be included with the text of the Grant application. No more than 10% of any budget category may be used for a purpose other than that specified in the approved budget. Submission of a grant proposal implies your consent to inclusion of the proposal, if funded, and your final report, on the CELT website (http://www.oswego.edu/celt) for the benefit of those preparing future grant applications.

2016 Curriculum Innovation Grant - Rating Categories

Description of course innovations: Are the broad outline of the content to be covered and pedagogies to be employed described? Have the proposed learning outcomes and assessment been specified? **(0-4 points)** _____

Justification for course innovations: Is it clear that developments in the discipline and/or new directions/developments for the program necessitate this innovation? Does the proposal 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? **(0-4 points)** _____

Description of faculty effort and qualifications to complete course innovations: Is it clear each faculty member involved in the course innovation project will do during the grant period? Are the proposed methods or procedures likely to meet course innovation goals? Is the professional training and experience of the proposer(s) adequate/appropriate in order to reach success? **(0-5 points)** _____

Budget justification and explanation: Is a persuasive narrative included that explains and justifies the specific requests for stipends for participants, travel expenses, supplies, and other costs listed on the Budget Sheet? Does the Budget Sheet document efforts to obtain funding from other sources? **(0-5 points)** _____

Overall Quality: **(0-5 points)** _____

total points = _____ / 23