



CALIFORNIA STATE UNIVERSITY, LONG BEACH

OFFICE OF ACADEMIC AFFAIRS

March 1, 2007

TO: All Unit Three Members

FROM: Margaret Merryfield
Associate Vice President
Academic Personnel

The original
Proposal plus
six copies are
due in the FCPD
by
April 27, 2007.

Terre Allen
Director, Faculty Center for Professional Development

Valerie McKay, Coordinator of the Enhancing Educational Effectiveness Award Program

SUBJECT: REQUEST FOR PROPOSALS FOR 2007-2008 ENHANCING EDUCATIONAL EFFECTIVENESS AWARD (3E Award)

Proposals are invited for the Summer/Fall 2007 and Spring 2008 Enhancing Educational Effectiveness Awards. The purpose of this award program is to provide support to individual faculty members, Student Services Professionals, and departmental disciplinary/interdisciplinary collaborative teams for curriculum development to enhance student learning and student success.

The Enhancing Educational Effectiveness Award Program integrates the following previously separate awards programs: Educational Innovation, Assessment, Community Service Learning, International Education, and Academic Computing Services. This award will fund projects related to General Education as well as those related to majors and programs.

This Request for Proposals describes the purpose and description of each award program, the types of awards available, expectations for carrying out the responsibilities of each award, and a recommended format for preparing and submitting your proposal. **Proposals will be due by 5 PM on Friday, April 27, 2007.** Awards will be announced by Friday, May 18, 2007.

ENHANCING EDUCATIONAL EFFECTIVENESS AWARD

Please note that unlike previous years, submission of a pre-proposal is *not* required.

Successful proposals will be expected to propose changes in educational processes that are designed to enhance student learning and success and/or support collaborative efforts in instruction with the same objective. Collaborative efforts are defined as those that include faculty-student(s), faculty-faculty, and faculty-staff efforts between and within courses and departments. Efforts involving Counselors, Librarians, and full-time and part-time Lecturers are also included. The proposed project will be expected to satisfy the objectives, time frame, and budget allocated. The Proposal Review Committee includes colleagues from

3E Workshops scheduled in the FCPD

- Friday, March 9, 2007, 9–11 AM
- Friday, April 13, 2007, 9–11 AM

Please refer to the Faculty Center for Professional Development [FCPD] web site for further information.

throughout our campus community. **All full-time and part-time faculty as well as student services professionals are eligible to submit proposals.** Faculty members participating in the early (FERP) or pre-retirement (PRTB) programs are also eligible to apply for awards if the results can be implemented in the period during which they are employed by the University. Proposals from teams of faculty members are strongly encouraged for each type of award program. When a faculty team effort is proposed, the scope of the project's activities should be greater than the scope for a single applicant. **Note: Only one application per person will be accepted. Your name can only appear on one proposal, whether that is for an individual project or as part of a collaborative effort. The maximum award will be \$10,000 for each proposal.**

FOR 3E PROPOSALS, PLEASE SUBMIT

The full application should include the completed Proposal Cover Sheet and a proposal that includes the following sections; each section should be numbered to facilitate proposal review:

1. Abstract (not to exceed 100 words).
2. Statement of project (a) goals, (b) objectives, and (c) predicted outcomes.
3. Statement of the need for the project. How does the project satisfy the curricular needs of the department or program? How does the project fit into the ongoing mission of the department(s), college, and/or university? In what way(s) does the project impact the potential for enhancing student learning and student success in the department or program (e.g., progress toward degree completion, academic and social engagement and integration)?
4. Detailed description of the planned activities, including roles of each participant, ways in which this project goes beyond normal professional responsibilities, and how the proposed project will enhance student learning and affect student success.
5. Description of how assessments will be embedded into the new or restructured course or program, and how results of assessment will feed back for further course or program development.
6. Time line of project activities.
7. Detailed prioritized budget. Please provide justification for each type of support requested (e.g., assigned time, student assistants, equipment, supplies & services, off-campus consultants, or travel). If equipment is requested, please provide a prioritized list with cost estimates. *Some projects may be only partially funded.*
8. A signed statement by all participants indicating (a) their commitment to participate fully in the seminar planned to support their work on the proposed project, and (b) that the proposal does not duplicate activity currently underway or under review by another internal or external award program (included on Cover Sheet).
9. The signature of your College Dean and Department Chair that indicates knowledge of and support for this project (included on Cover Sheet).

The format should use 1" margins, 12-point font, not to exceed four (4) pages, single-spaced, double-spaced between sections. Please **number** each section (1-7) to facilitate proposal review. Submit six copies (6) in addition to the original. Please **do not include** attachments or appendices; references for work cited must be provided.

The rubric used to evaluate 3E Proposals is available on the FCPD web site.

Please follow these instructions carefully to facilitate proposal review.

The Faculty Center for Professional Development has moved to AS-12 (Across from the Anatol Center in LIB-EAST).

2007-2008 Enhancing Educational Effectiveness Awards Program

Proposal Cover Sheet

(MSWord version available online: Academic Personnel, Forms, or by calling the FCPD at x55287)

Please complete this Proposal Cover Sheet for the award program to which you are applying.

FOR COLLABORATIVE PROJECTS, PLEASE PROVIDE THE FOLLOWING INFORMATION AND SIGNATURE FOR EACH MEMBER OF THE TEAM ON SEPARATE SHEETS OF PAPER.

Name				
Appointment Status (Check one)	<input type="checkbox"/> Tenured	<input type="checkbox"/> Probationary	<input type="checkbox"/> Temporary	<input type="checkbox"/> Other
Please Specify	<input type="checkbox"/> Summer	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	
Department				
Phone		E-mail		

AWARD PROGRAM (CHECK ONE)	
Program I: Individual Course Development and Assessment Program	<input type="checkbox"/> General Education Courses <input type="checkbox"/> Courses in Majors or Programs
Program II: Program/Major Development and Assessment Program	<input type="checkbox"/> General Education Foundation Area Studies <input type="checkbox"/> Courses of Study in Majors or Programs <input type="checkbox"/> Student Services Programs
Area of Emphasis	<input type="checkbox"/> Technology <input type="checkbox"/> Service Learning <input type="checkbox"/> Int'l Ed <input type="checkbox"/> Other _____
Title of Proposal	

Statement of Commitment	If I receive an award through this program, I/we will comply with all requirements as described in this request for proposals. This proposal does not duplicate activity currently underway or under review by another internal or external award program.	
Applicant signature		Date

The Department Chair is aware of the proposal and supports its submission. It is likely that a new course, if approved, would be offered regularly.

Department Chair Signature	Date
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The Dean is aware of the proposal and supports its submission. It is likely that a new course, if approved, would be offered regularly.

Dean Signature	Date
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Program Overview

Purpose and Scope of the Enhancing Educational Effectiveness Awards Program

This program is designed to support individuals and collaborative teams committed to enhancing student learning and student success. Proposals are invited that address

(1) Individual course development and assessment, *including*

- General Education Courses
- Courses in majors and programs

(2) Programmatic development and assessment, *including*

- General Education foundation area studies
- Courses of study in majors and programs
- Student Services Programs

The program recognizes that fostering significant, long-lasting learning in our students is not a simple task. Rather, it requires concentrated and sustained work, work that is best described as scholarly. This program has been structured to support this kind of work, leading to meaningful enhancement in student learning and ultimately, student success.

Award recipients will be provided with the opportunity for concentrated work on their individual projects through the mechanism of assigned time and/or additional employment. In addition, all recipients will participate in a **seminar** on curriculum development and assessment as related to the enhancement of student learning offered through the Faculty Center for Professional Development. This seminar invites recipients to share ideas about their respective projects and to reflect critically on the relevance of each. Through participation in the seminar, award recipients will be joining the growing community of scholars on our campus – and beyond – who value the enhancement of student learning as scholarly work, who are also dedicated to deepening their understanding of it, and who are eager to share their work so that their colleagues might build upon it.

The current call for proposals is for assigned time awards and/or additional employment for the 2007– 2008 academic year (3 WTUs per individual faculty member). All funds (including travel) must be expended by June 30, 2008. Funding for student assistants, equipment, supplies and services, service contracts for off-campus consultants, and travel may be available.

Requirements for Receipt of Award in 2007-2008 (current) Cycle

- If awarded, ability to take 3 units of assigned time in either the fall (2007) or spring (2008) semester.
- Participation in a faculty seminar on curriculum development and assessment to be offered through the Faculty Center for Professional Development and during the semester of your award.

One of the Following

- Submission of report detailing work accomplished to the Faculty Center by the end of Summer 2008 or website address where your project results can be viewed.
- Participation in workshops or showcase events for funded projects either during the AY 2007-2008 or in the following fall (2008) semester.

Program 1: Individual Course Development and Assessment

Purpose

This program supports the creation of new courses or the modification of existing ones. **All proposals must include a plan detailing how student learning or student success will be assessed.** Proposals may be submitted for:

General Education Courses

While all areas within general education are eligible for support, course proposals that address the following are especially encouraged:

- Developing or re-designing Capstone courses including interdisciplinary, advanced skills, and service learning courses.
- Developing students' foundational academic skills (critical thinking, quantitative reasoning, critical thinking, oral/written communication, information competencies) in Explorations courses.
- Also appropriate are proposals that incorporate community service learning, issues of human diversity, international education, and modes of instruction that enhance student academic success such as instructional technology.

Courses in Majors or Programs

Course proposals in undergraduate or graduate majors or programs are eligible for support. Proposals may address one or more of the following areas:

- Restructuring existing discipline-specific or interdisciplinary courses.
- Developing new courses that address emerging areas and ideas within and across the disciplines.
- Modifying pedagogy to enhance student learning, including the introduction of various pedagogical innovations such as active learning strategies, technology, community service learning (local or international), or a short-term travel/study component.

Proposal

The 3E application should include the completed Proposal Cover Sheet and a proposal that includes the following sections; each section should be numbered:

1. Abstract (not to exceed 100 words).
2. Statement of project (a) goals, (b) objectives, and (c) predicted outcomes.
3. Statement of the need for the project. How does the project satisfy the curricular needs of the department or program? How does the project fit into the ongoing mission of the department(s), college, and/or university? In what way(s) does the project impact the potential for enhancing student learning and student success (e.g., progress toward degree completion, academic and social engagement and integration)?
4. Detailed description of the planned activities, including roles of each participant, ways in which this project goes beyond normal professional responsibilities, and how the proposed project will enhance student learning and affect student success.
5. Description of how assessments will be embedded into the new or restructured course, and how results of assessment will feed back for further course development.
6. Time line of project activities.
7. Detailed prioritized budget. Please provide justification for each type of support requested (e.g., assigned time, student assistants, equipment, supplies & services, off-campus consultants, or travel). If equipment is requested, please provide a prioritized list with cost estimates. *Some projects may be only partially funded.*

Program 2: Programmatic Development and Assessment

Purpose

This program supports the creation of new academic or co-curricular programs or the modification of existing ones. **All proposals must include a plan detailing how student learning or student success will be assessed.** Proposals may be submitted for:

General Education

Proposals to enhance and assess student learning across courses in any of the following foundation areas are encouraged:

- Quantitative Reasoning
- Written Communication
- Oral Communication
- Critical Thinking
- Information Literacy

Courses of Study in Majors or Programs

Proposals to enhance and assess student learning in majors or programs in any of the following are encouraged:

- Restructuring existing discipline-specific or interdisciplinary curriculum
- Developing new curricula (e.g. certificate, major, minor) that address emerging areas and ideas within and across majors, programs, or co-curricular areas
- Programmatic modification of pedagogy to enhance student learning, including the introduction of various pedagogical innovations such as active learning strategies, technology, community service learning (both local and international) or a short-term travel/study component.

Full Proposal

The 3E application should include the completed Proposal Cover Sheet and a proposal that includes the following sections; each section should be numbered:

1. Abstract (not to exceed 100 words).
2. Statement of project (a) goals, (b) objectives, and (c) predicted outcomes.
3. Statement of the need for the project. How does the project satisfy the curricular needs of the department or program? How does the project fit into the ongoing mission of the department(s), college, and/or university? In what way(s) does the project impact the potential for enhancing student learning and student success (e.g., progress toward degree completion, academic and social engagement and integration)?
4. Detailed description of the planned activities, including roles of each participant, ways in which this project goes beyond normal professional responsibilities, and how the proposed project will enhance student learning and affect student success.
5. Description of how assessments will be embedded into the new or restructured program, and how results of assessment will feed back for further program development.
6. Time line of project activities.
7. Detailed prioritized budget. Please provide justification for each type of support requested (e.g., assigned time, student assistants, equipment, supplies & services, off-campus consultants, or travel). If equipment is requested, please provide a prioritized list with cost estimates. *Some projects may be only partially funded.*