

TO: APU FACULTY
FROM: Faculty Development Council
DATE: February 15, 2010
SUBJECT: Call for Creative Teaching Mini-Grant Applications

Announcement

The Faculty Development Council (FDC) is pleased to announce that the Creative Teaching Mini-Grants are again being funded by the Provost's Office with funding available for implementation of programs in the 2010-2011 academic year.

The FDC is looking to fund projects that would improve faculty teaching capabilities, facilitate creative changes in the presentation of course content and lead to sustained improvements in course delivery into future semesters.

The limit of the grant requests is up to \$1,000. (Note: *These funds are separate from the Research Grants dispersed through the Faculty Research Council.*)

Grant recipients are eligible to receive CFEP points. Contact the Office of Faculty Evaluation for information.

Purpose

The FDC wishes to enhance teaching as a form of scholarship and to support faculty as they strive to improve the teaching and learning environment of APU.

The purposes of this grant program are:

- To encourage faculty development in their teaching role;
- To improve the quality of the learning experience of APU students through development of new and innovative programs of learning; and

The projects submitted for consideration may address one or more of the following types of products:

- Development of a new educational program that utilizes a teaching/ modality not previously associated with the content or course as it has been structured
- Development of an innovative teaching/learning strategy that will enhance a course currently being taught at APU

Sample Projects Which Could Be Considered for Funding

Examples of these types of activities could include (but not be limited to):

- a. Incorporating an innovative pedagogical strategy shown in the literature to advance student learning of a concept, theory, or practice;
- b. Innovative and cross-disciplinary collaboration; or
- c. Partnering with outside agencies to enrich the learning experience and/or improve professional practice experiences of APU students.

Restrictions

The Creative Teaching Mini-Grant **DOES NOT FUND** travel expenses, registration to a conference or other related conference expenses, including meals, course content materials and basic equipment, etc. are considered as department expenses and should be sought through the budget process for one's department.

Mini-Grant monies will not be awarded for revision and updating of courses that are considered to be an expected aspect of the faculty-teaching role at APU. It is expected that in the academic role, a faculty member will keep his course and syllabus up to date. Projects to maintain this competency will not be funded, as they do not demonstrate faculty activity above and beyond the expectations each of us must fulfill for our course assignment.

Procedure

The guidelines for writing the proposal are attached. Please follow the guidelines closely. As has been the policy in the past, anyone who was awarded a grant in previous years and did not submit a final report will not be considered eligible for future Creative Teaching/Faculty Development Grants.

The attached forms are for you to use to draft your proposal. Please be brief in writing your requests but provide the committee with enough to make decisions with. The final forms to be used for submitting your proposal may be downloaded from the APU Outlook folder system under **All Public Folders/APU Public Folders/Faculty Development.**

Submission Format and Timeline

Electronic versions of proposals should be submitted as an attachment to an email directed to the Director of Faculty Development, Dr. David Colachico, at dcolachico@apu.edu no later than 5pm on March 15th, 2010. This deadline will be strictly observed. Awards will be announced in April and funding will be available for use beginning in summer 2010.

February 15, 2010	Call for Proposals Announced
March 15, 2010	Proposals Due to Office of Faculty Development
April 26, 2010	Announcement of Grant Awards
May 1, 2010	Funding Available to Grant Recipients

Requirements

Mini-Grant recipients must meet the following to be awarded grant monies:

- The primary applicant must be full-time faculty at APU. All participants associated with this application must be employees or students of APU.
- If release time is requested in the proposal, your Dean's written permission must accompany the grant proposal
- A final report of the project must be submitted electronically to the Office of Faculty Development by June 1, 2011. If the report is not received, the recipient will no longer be eligible for future Faculty Development Grants.
- The recipient is expected to provide evidence of successful completions of their project by presenting at the Common Day of Learning or another similar event.
- Dissemination of information regarding grants funded may be announced to future applicants and names of recipients may be announced to those applicants to assist as advisors in the application process.
- Any budget changes during the grant cycle need prior approval from the Director of Faculty Development.
- Results of project evaluations must be communicated in a final report.

We encourage all faculty to take this opportunity to obtain financial assistance for creative teaching projects. If you have questions, please contact Dr. David Colachico in the Office of Faculty Development by phone at Ext. 5041 or by e-mail at dcolachico@apu.edu.

GUIDELINES FOR CREATIVE TEACHING MINI-GRANT APPLICATIONS SPONSORED BY THE OFFICE OF FACULTY DEVELOPMENT

Please include narrative pages that address the following items:

I. **Purpose and Objectives**

State the purpose of the Creative Teaching Project, including the precise educational objectives or hypotheses to be addressed.

II. **Significance of the Project**

Discuss briefly the issues, which form the basis of the project. Place the instructional need in the context of your discipline and identify how your Creative Teaching Project could contribute to your discipline. What is the potential contribution of this project to the learning or teaching quality of Azusa Pacific University? Is this proposal a part of a planned series of studies? If so, what are the other parts of the series? Include a literature review to document the significance of your topic. References should be added as an appendix.

III. **Methodology**

The overall project design is important, including the definition of the population. Provide the projected duration of the project, time line, and, where appropriate, a description of the instructional setting. Describe the objectives you plan to accomplish and how they will be evaluated. If the outcome is the production of educational material, give a description of the envisioned material. If the outcome is student performance or growth, indicate how that will be determined or evaluated. Describe the sources and types of data, and explain how the data will be analyzed.

NOTE: Although Creative Teaching Projects may result in the modification of a course syllabus; it is not the intent to fund projects whose main emphasis is the development of a course syllabus.

IV. **Evaluation**

Describe your plan for formative and/or summative evaluation. How will you know that your objectives have been met and your project has been a success?

V. **Budget**

Complete the itemized budget form showing how the grant monies are to be used. If the project is being supplemented by other sources, please indicate how these funds will be used to support this project. When calculating the payment schedule for interns, please refer to the current hourly rate from the Office of Student Employment. Check with various APU support services (i.e. IMT, Library, and Office of Faculty Development) to see what equipment may already be available to support your project.

VI. **Qualifications**

Include a one-page vitae or a bio for each person included in the application, as a statement of each person's qualifications to complete the proposed Creative Teaching project. If a position does not have a person already identified, please state the qualifications for this position and when filled send a brief bio to the Director of the Office of Faculty Development.

ARE YOU REQUESTING FUNDS FOR AN APU STUDENT INTERN

Yes **No**

Amount Requested for Intern

\$ _____

(Please complete the Student Intern/Assistant Grant Application and attach with your application.)

ARE YOU APPLYING FOR A RESEARCH GRANT

Yes **No**

PLEASE ACQUIRE THE SIGNATURE OF YOUR PROGRAM CHAIR, DIRECTOR, OR DEAN INDICATING NOTIFICATION OF INTENT TO SUBMIT MINI-GRANT APPLICATION:

Name (Print) _____

Signature _____

Date _____

PROPOSAL TITLE: _____

AMOUNT REQUESTED: _____

Please complete the following information for each faculty member involved in the project:

1. NAME: _____

Dept. /School: _____

TELEPHONE NUMBER: _____

2. NAME: _____

Dept. /School: _____

TELEPHONE NUMBER: _____

A. Are you a full-time faculty member at APU?

Yes No

Length of time at APU: _____

B. Is the primary applicant a full-time faculty member at APU?

Yes No

Length of time at APU: _____

Other Applicants: Are they full-time faculty at APU?

Are they adjunct faculty?

Length of time at APU?

C. Have you received a Creative Teaching Grant in the last three years?

Yes No

If Yes, please indicate the year the grant was awarded and the project title(s):

D. Have you secured or are you seeking additional funds from an APU or any other source?

Yes No

If Yes, please list the source and the amount applied for: _____

APPLICATION FOR APU STUDENT INTERN/ASSISTANT (2 Pages)

This document is a Microsoft Word template in the Public Folder entitled, "FACULTY DEVELOPMENT." You may use this template when creating your proposal.

PROPOSAL TITLE: _____

NAME(S): _____

PHONE NUMBER(S): _____

1. APU Student's Name: _____

2. APU Student's Major: _____

3. APU Student Status

Please Circle All that Apply:

Freshman	Sophomore	Junior	Senior
Full-Time Student		Part-Time Student	
Undergraduate Student		Graduate Student	

4. Estimated Total Working Hours for Student Intern/Assistant: _____

5. Amount of Internship Money requested in this application: \$ _____

6. Explain briefly but specifically what this Intern/Assistant will do. Also, how do you anticipate this particular internship will enhance the student's education?

7. Attach a brief bio for the student whose name is listed above which includes this person's qualifications for working on this project.

MINI-GRANT PROJECT PROPOSAL BUDGET FORM

This document is a Microsoft Word template in the Public Folder entitled, "FACULTY DEVELOPMENT." You may use this template when creating your proposal.

NAME(S): _____

PROPOSAL TITLE: _____

PROPOSAL BUDGET		
PERSONNEL (INCLUDE BRIEF BIO ON EACH PERSON):		PROJECTED COST
Primary Applicant:		\$
Other key personnel:		\$
APU Student Intern/Assistant(s):	\$	
Other (please specify): _____		\$
*EQUIPMENT (PLEASE SPECIFY):		
_____		\$
BOOKS, SOFTWARE, AND OTHER COMPUTER COSTS (PLEASE SPECIFY):		
_____		\$
OTHER RELATED EXPENSES:		
Retrieval of Literature		\$
Printing, Duplication		\$
Materials		\$
Other (please specify): _____		\$
A. CREATIVE TEACHING/FACULTY DEVELOPMENT SUB-TOTAL		\$
B. STUDENT INTERN/ASSISTANT SUB-TOTAL		\$
GRAND TOTAL (A + B)		\$

*** Standard equipment available through APU budget process will not considered for funding.**

BUDGET CHANGES NEED PRIOR APPROVAL BY FACULTY DEVELOPMENT DIRECTOR.