

ISC GUIDELINES FOR REQUESTING SUPPORT FOR TEACHING AND CURRICULAR DEVELOPMENT

Requests for funding for activities listed below should be sent to the Associate Deans' Office. Requests for curricular development funding in areas where there are separate budgets for this (Centers, Wilson Program in Enterprise and Leadership, some concentrations, grants from external funding agencies, etc.), will be sent to those areas.

Proposals must include persuasive justification for why the project falls outside normal departmental curricular development in your area of expertise and regular teaching and why the expenses for which you request support cannot be covered by normal departmental budgets. Examples of persuasive justification might include, but would not be limited to, projects adding diversity to the curriculum, promoting interdisciplinary or integrative learning opportunities, or using new pedagogy or technology to enhance learning. All proposals should specify the course(s) that the proposal will affect and the ways in which that course is expected to benefit.

Proposal Evaluation Criteria

Describe the impact the proposed project will have on the learning outcomes for your class and explicitly address one or more of the following criteria:

- Does the proposal fit with the College's strategic priorities, especially the emphases on integrative and inquiry-based learning and interdisciplinary curricular development?
- Does the proposal exemplify and facilitate new or more effective kinds of teaching?
- Does the proposal use technological tools or skills that instructors would be unlikely to acquire without special funding?
- Does the proposal relate to courses that are, or will be, taught frequently?
- Would this proposal not be implemented as part of normal course development in the faculty member's discipline?
- Is this proposal collaborative?

Application Submission Dates*

- First Monday in September
- First Monday in November
- First Monday in February**
- First Monday in April

***Priority will be given to applications submitted by these dates, but applications will be considered on a rolling basis throughout the academic year.**

Application form: https://grinnell.co1.qualtrics.com/jfe/form/SV_cMHNYqDRa0E3rbT

****Summer Workshop proposals MUST be submitted by this date.**

Summer Workshop proposal form: https://grinnell.co1.qualtrics.com/jfe/form/SV_1NwLGbObX2IVfyR

Budgets

All applications should include a detailed budget. See below for specific budget guidelines related to each funding category. Budgets must include any other realized or potential sources for funding, if applicable.

Curricular Development Projects and Course Activities

Budgets should not exceed \$2,000 per project.

- Faculty members may request funding for:
 - Materials and supplies
 - Equipment
 - Wages for student assistants (see College guidelines for Student Employment for current hourly wages)
- Budgets MAY NOT include:
 - Computer hardware, software, and digital media – these requests are normally made through Information Technology Services
 - Books, journals, and other publications – these requests are normally made through the library.
 - Funding for regular and ongoing course activities. These are expected to be funded through normal departmental budgets. ISC funding is intended for initial development and implementation of new curricular activities and projects, or one-time opportunities.

Course-Related Fieldtrips and Classroom Visitors

Faculty members are invited to apply for modest funding to support occasional opportunities for course-related fieldtrips or classroom visitors. Faculty members should send proposals to the Associate Deans' Office for consideration by the Instructional Support Committee following the guidelines below. Field trips or classroom visitors that repeat on an annual basis should be built into departmental budgets whenever possible.

Course-Related Fieldtrips:

Funding is intended for taking students on course-related trips within driving distance of Grinnell, with faculty members or other certified college drivers providing transportation in College vehicles. Requests should include the course identifier and title, date of the proposed visit, destination, a brief description of how the trip will enhance student learning, and a budget for any expenses beyond the cost of College vehicles, such as modest admission, ticket, or meal expenses (typically no more than \$25 per student. Students should expect to pay any additional expenses beyond the \$25 cap. Students on College meal plans are encouraged to use the box lunch option when feasible.) Funding, including the College vehicle cost, is available up to \$1,500 per trip.

Car pool information as of 7/1/2016 (Contact Facilities Management for most current rates)

Full size vans: 9 passengers + driver

Minibus: 13 passengers + driver

Both 0.535 / mile. Driver (when needed): \$16 / hour

Classroom visitors:

- For visitors within 100 miles, who can make a day trip to Grinnell: applications may request a \$75 honorarium plus mileage at the current College reimbursement rate plus up to \$25 total for the visitor's and faculty member's meal expenses. In addition to the budget, applications should

include the course identifier, title, visitor's name, date of the proposed visit, and a brief statement of how the visitor's presentation will enhance student learning. ISC expects that meals involving visitors and students will normally take place in College dining facilities, so that students on meal plans will be able to participate without additional cost and so that the visitors become more integrated into campus life; proposals for meals with students elsewhere should include a rationale.

- For visitors from distances greater than 100 miles: applications may request up to \$500 to be used toward honorarium, travel expenses and/or meals and lodging. The proposed budget should include a breakdown of total expenses and any additional sources of funding that have been requested or approved. In addition to the budget, applications should include the course identifier, title, visitor's name, date of the proposed visit, and a brief statement of how the visitor's presentation will enhance student learning.

Information, including CV, for all approved classroom visitors must be submitted to the Dean's Office using this form: [On-campus Visiting Instructor Information](https://grinco.sharepoint.com/sites/dean/Pages/Forms.aspx) (available at <https://grinco.sharepoint.com/sites/dean/Pages/Forms.aspx>).

For purposes of the honorarium, faculty members will need to obtain guests' signatures on the appropriate tax forms, available at http://www.grinnell.edu/about/offices-services/accounting/accounts_payable Send these forms and any mileage estimates or meal receipts to Terri Phipps in the Associate Deans' Office.

Faculty – Faculty Tutorials

Faculty-faculty tutorials are funded by the Instructional Support Committee to encourage interdisciplinary teaching and greater diversity in our curriculum. The faculty members involved in the tutorial must be from different departments. Tutorials may benefit each participant or may aim primarily at one participant learning from the other. In cases where one person is being tutored by another, only the person receiving the tutoring needs to submit a proposal. Otherwise, both faculty members should submit proposals or collaborate on a combined proposal.

The tutorials can take place at any time during the academic year or the summer and last over whatever period of time participants find most beneficial. A tutorial usually ranges from five meetings of two or more hours, to ten or more meetings of shorter duration. Faculty members receiving funding for faculty-faculty tutorials are expected to spend a minimum of 30 hours each, including time together and individual study time, on the tutorial project. Faculty are required to submit an individual or combined report to the Associate Deans' Office indicating outcomes of the faculty-faculty tutorial.

Budget Guidelines:

Each tutorial participant will receive a stipend of \$650; each tutorial group receives an expense allowance of \$75.

Application Guidelines -- Please submit the following information to the Instructional Support Committee via the Associate Deans' Office:

- the name and department of each participant;
- the subject of the tutorial;

- a statement about the contribution of the tutorial to interdisciplinary teaching or greater diversity in our curriculum;
- the purpose to be accomplished in the tutorial (include a rationale for the participation of both faculty members in this project);
- a description of the written work to be submitted at the conclusion of the tutorial (recognizing that this might change in the course of the tutorial);
- the tutorial timetable -- the proposed number and length of meetings, and when and over what period of time they will take place

Faculty Reading Groups and Weekend Seminars

Reading groups focus on the study of scholarly, literary, philosophical, scientific, or historical texts selected by the participants, who are faculty members from multiple departments. Reading groups typically meet weekly or bi-weekly. Weekend Seminars usually begin on Friday evening, with a second session the following Saturday morning. For both formats, organizers may apply for funding to pay for books only, not for food. Requests should be sent to the Associate Deans' office for consideration by the Instructional Support Committee and should describe the proposed readings, meeting schedule, approximate number of participants, and anticipated budget for books.

Budget Guidelines:

- Books: one or two books for the year, up to \$60 total per participant

Professional Meetings Relating to Teaching and Workshops, Courses, and Seminars to Develop New Teaching Competencies

Note: Meetings that are providing primarily a forum for the scholarship of teaching and learning should be funded by the faculty member's Faculty Development Funds; most conferences are of this character.

Meetings that specifically target the development of new faculty teaching skills (e.g. GIS, active learning pedagogies, or classroom clicker technology) are supported by the Instructional Support Committee (ISC). Additionally, in accordance with the College's strategic interest in promoting interdisciplinary studies, ISC provides limited funding for faculty members to attend off-campus workshops, non-credit courses, and seminars that develop new teaching competencies in areas outside one's usual academic discipline. Examples include faculty members developing new foreign language competencies in order to incorporate second language options or materials in their courses or developing new media competencies in order to allow students to undertake media projects as part of their course work. Such funding is available for programs taking place during the summer or over break periods during the academic year but not during sabbatical or research leaves.

Successful proposals to ISC for workshops, courses, seminars or teaching-related professional meetings must identify the course(s) associated with the proposal and specify the ways that the course(s) will benefit from this workshop. Brief statements of support from department chairs relating the proposal to departmental goals may be helpful, but are not required.

Budget Guidelines: Applications must include a detailed budget. Budgets may include registration fees, transportation, and meals and lodging. Budgets should not exceed the total for the appropriate category below. Additional funding may be available for international travel.

- Attendance at a professional meeting relating to teaching: maximum \$1000

- Presenting at or chairing sessions at a professional meeting relating to teaching: maximum \$1500
- Participation in a workshop, course, or seminar: maximum \$2000

On-Campus Summer Workshops

Three kinds of summer workshops are supported:

- Mini-workshops (less than three days) usually focused on development of technological competencies or reading and discussion on a topic of common interest.
- Curricular development workshops focus on individual or collaborative development of specific courses and course components that the faculty member will teach within the next year.
- Teaching enhancement workshops, devoted to conversations about writing instruction, oral communication, information literacy, advising, or other topics of general interest to faculty members.

Requests for funding for summer workshops should be sent to the Associate Deans office for consideration by the Instructional Support Committee. In addition to identifying the kind of summer workshop proposed, requests describing a summer workshop should include the expected outcomes of the workshop, the anticipated audience for the workshop, and all of the potential dates the workshop may be offered. Requests for funding may be submitted using the online form:

https://grinnell.co1.qualtrics.com/jfe/form/SV_1NwLGbObX2IVfyR

Budget Guidelines for Workshops:

- Mini-workshop budgets may include texts, materials, and refreshments.
- Three- to five-day curricular development and teaching enhancement workshop budgets may include a stipend for leaders and participants, reading materials and refreshments.

Teaching and Learning Discussion Groups

These groups provide a regular forum for discussion of classroom experiences and pedagogical ideas among faculty from multiple departments with related teaching interests. The groups usually meet once or twice a month. Requests should be sent to the Associate Deans' office for consideration by the Instructional Support Committee and should describe the group's purposes, proposed meeting schedule, approximate number of participants, and anticipated budget for the year.

Budget Guidelines

- Refreshments: up to \$10 per participant per meeting for up to 4 meetings per semester.
Maximum: \$400 per semester
- Books: one or two books for the year, up to \$60 total per participant

Course-embedded research support

In order to supplement resources to embed research skills and experiences into the curriculum, faculty can apply for funds of up to \$3000.00 per course. Proposals must include persuasive justification for how the support will help embed research skills into the course and further the College's efforts to provide every Grinnell student with an opportunity to undertake research. Supplies and materials requested should be those that fall outside regular ISC curricular development requests. Examples may include: art supplies, chemicals, datasets; modest participant compensation, etc. Requests for funding

may be submitted using the online form:

https://grinnell.co1.qualtrics.com/jfe/form/SV_bxzTtg5xqov46fH

Proposal Evaluation Criteria:

- Does the proposal fit the College's efforts to provide every Grinnell student with an opportunity to undertake research?
- Does the proposal exemplify and facilitate effective ways to scaffold research skills within the curriculum?

Application Submission Dates

- First Monday in September
- First Monday in November
- First Monday in February