

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.

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?
- Has the proposal already been partly implemented, so that some course materials can already be examined and assessed?
- Does the proposal come from instructors who have not recently received similar grants?
- Would this proposal not be implemented as part of normal course development in the faculty member's discipline?
- Is this proposal collaborative?

Budget Guidelines:

- Normally funding should not exceed \$2,000 per project. Faculty members may request funding for expenses listed below.
 - wages for student assistants
 - materials
 - travel
 - courses for retooling or development of new skills (e.g., foreign language or technological competencies)
 - attendance at symposia or workshops relevant to expanding or new fields of knowledge critical to effective teaching at Grinnell
 - books, AV equipment, hardware, software, or digital media ONLY WHEN THERE IS A COMPELLING RATIONALE that these cannot be provided by the Library or ITS. All such items remain the property of the College.

- Budgets may not include:
 - Computer hardware, software, and digital media – these requests are normally made through the blue and green support teams at Information Technology Services
 - Books, journals, and other publications – these requests are normally made through the library.
- Budgets must include any other realized or potential sources for funding, if applicable.

Application Deadlines:

- September 15
- November 15
- February 15
- April 3

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 for regularly scheduled courses are supported by departmental budgets, according to departmental priorities.

Course-Related Fieldtrips: Funding is intended for taking students on course-related trips within driving distance of Grinnell (no overnight trips), 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 8/30/2010 (Contact Facilities Management for most current rates)

Full size vans: 9 passengers + driver

Minibus: 14 passengers + driver

Both 0.40 / mile. Driver (when needed): \$11.25 / hour

Classroom visitors: Funding is intended for visitors from nearby, 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 purposes of the honorarium, faculty members will need to obtain guests' signatures on the appropriate tax forms, available at <http://www.grinnell.edu/offices/accounting/accountspayable/>. Send these forms and any mileage estimates or meal receipts to Terri Phipps in the Associate Deans' Office.

Application Deadlines: Preferred deadlines are the first Monday in September for fall trips and visitors and the first Monday in February for spring trips and visitors. However, applications are accepted on a continuing basis as opportunities arise.

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.

Application Deadlines:

- First Monday in September for fall semester projects
- First Monday in November for winter break projects
- First Monday in February for spring semester projects
- First Monday after spring break for summer projects

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 Seminar

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.

Application Deadlines:

- First Monday in September for fall semester or academic year groups or seminars
- First Monday in February for spring semester groups or seminars

Budget Guidelines:

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

Professional Meetings Relating to Teaching**Application Deadlines:**

- September 15
- November 15
- February 15
- April 3

Budget Guidelines:

Applications must include a budget. Professional meetings relating to teaching ordinarily follow guidelines for second conferences: <http://www.grinnell.edu/offices/dean/forms/facultytravelguide/>. If the meeting is related to interdisciplinary initiatives endorsed by the Office of Interdisciplinary Studies and the faculty member's department, the more generous budget guidelines for first professional meetings will apply. Once the maximum budget is established faculty members may be reimbursed for expenses up to that total, regardless of expense line. For instance funds saved in travel may be applied to lodging.

- Registration: maximum \$100
- Transportation: within 350 miles - maximum \$250; greater than 350 miles – maximum \$400
- Meals & lodging for those giving presentations or chairing sessions: \$150 per diem (meals/gratuities alone are reimbursable at no more than \$55 per day)
- Meals & lodging for those attending: \$50 per diem

On-Campus Summer Workshops:

Three kinds of summer workshops are supported by funding from ISC:

- 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:

<http://www.grinnell.edu/offices/dean/supfac/summerworkshopapp>

Application Deadline: First Monday in February

Budget Guidelines for Workshops:

- Mini-workshop budgets may include texts, materials, and refreshments.
- Three- to five-day curricular development and teaching enhancement workshop budgets include a stipend of \$130 per day for faculty participants and a stipend of \$230 per day for the faculty facilitator. They also may include 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.

Application Deadlines:

- First Monday in September for fall semester or academic year groups
- First Monday in February for spring semester groups

Budget Guidelines

- Refreshments: up to \$100 per semester
- Books: one or two books for the year, up to \$60 total per participant

Workshops, Courses, and Seminars to Develop New Teaching Competencies

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.

Application Deadlines:

- September 15
- November 15
- February 15
- April 3

Budget Guidelines: Applications must include a budget. Faculty members may request up to \$2,000, including costs for tuition or registration, transportation, meals, and lodging. The maximum subsidy for meals and lodging is the same as for attendance at professional meetings relating to teaching, \$50 per diem.