

Teaching Grants Committee: Meeting Thursday October 11, 2012, 2:00pm

Persons in Attendance

Donna Roberson (chair and recorder), Hong-Bing Su, Dale Sauter, Sam Khoury, Ken Ferguson, Rick Williams (rep. of the Chair of the Faculty) and Tracy Tuten (rep of the Faculty Senate)

Ex-officio members do not count towards a quorum, therefore the group met as a subcommittee of the main committee to offer suggestions to the voting membership.

Actions of the Meeting

1. Discussion of a possible stipend cap for teaching grants. It was agreed that summer stipends should be no more than \$10,000. It was acknowledged that if the committee agrees, the proposal would be placed as an agenda item for the Faculty Senate meeting Nov 6th. The deadline for agenda requests is October 25th. Should the committee be informed prior to Nov 6th that there is no budget for grants this year, the agenda item will be withdrawn.
2. Rick Williams presented suggestions to clarify the application materials. Those changes are highlighted in yellow at the end of the minutes. The entire Check list was redesigned for clarity by Dr Williams.
3. The expansion of the committee's charge was discussed as possible including recognition of grantee's work. The discussion included suggestions to have the recognition coincide with the spring Teaching Awards recognition. Suggestions: working with OFE to include a stage presentation by an outstanding teaching grants recipient; having posters with grantees present during the reception following the teaching awards ceremony. This discussion was tabled until the committee is informed about the availability of funds for this year.

Meeting adjourned 2:50

Next meeting: TBD

TEACHING GRANTS COMMITTEE

Information on 2012/2013 Teaching Grant Proposal

The purpose of these grants is to provide funding to improve teaching instruction at the University.

Full time tenured, tenure-track, and fixed term faculty members are eligible to apply for these grants. Preference will be given to projects that are creative and innovative or meet demonstrated needs. The Committee's evaluation criteria are included below.

Application Process

Each grant proposal must include the application form signed by the applicant and the Chairperson (or Dean, as appropriate) of any unit involved.

Submit 2 signed, print copies of the original application form (p, 4), proposal, and checklist (p.7) the Teaching Grants Committee, c/o Faculty Senate Office, 140 Rawl Annex and **one electronic copy in PDF format** to faculty senate@ecu.edu by the deadline of 12:00 noon on Thursday, October 6, 2011. There is a blind review of the proposals, therefore, the applicant's name should be on the two signed copies of the original application form, proposal, and checklist **only**. The electronic copy should not include an application form or checklist, to ensure anonymity of the proposal.

NO PROPOSALS WILL BE ACCEPTED AFTER THIS DEADLINE.

Completing the Application (p.4)

All items 1-10 must be completed and submitted together. For your convenience, there is a check list of the required items included in these materials (p. 7). Grant applicants are asked to attach the proposal cover sheet and checklist only to the two signed print copies of the proposal. The electronic PDF copy should not include a cover sheet, signed application or checklist, in order to ensure anonymity.

Item 1: **Name**

Item 2: Indicate whether you are applying for a Summer Stipend Grant, or Project Expense Grant, or Dual Summer Stipend and Project Expense Grant. Indicate the amount requested for project expenses.

Item 3: **Proposal title**

Item 4: **School/Department/college**

Item 5: Because your proposal will be read by people from many disciplines, it should be clear and free of specialized terms. The electronic PDF copy

will be used for review, therefore to ensure anonymity; the electronic copy should not include the signed application form or checklist.

(a) Proposal Title and Abstract (page 1)

Abstract should be between 100 and 200 words and should be written using non-technical language and should indicate course number and title.

(b) Proposal Outline (page 2-5)

The format of the proposal description must:

- Be no more than four 8 1/2 x 11" double-spaced pages with 1" margins on top bottom and both sides of each page. No proposal with a description over four pages in length will be considered.
- Use Microsoft, Times New Roman 12 type.

Include each of the following sections in your Teaching Grant proposal:

1. Purpose/Objective

The purpose of this project will be to increase the effectiveness of an applicant's course or courses. Give specific objectives and student learning outcomes. Preference will be given to projects that are creative and innovative or meet demonstrated needs.

2. Project Description (Approach/Method/Procedure)

3. Need and Impact

The need and impact section should show the percentage of each relevant course that will be impacted, the level of the course, the normal size of the course, and how often the course will be taught. The course must have already been approved by all relevant committees. Applicants should seek Institutional Review Board (IRB) approval, if required (<http://www.ecu.edu/irb>). Make it obvious how the project will affect the applicant's teaching and student learning outcomes. Preference will be given to projects that are creative and innovative or meet demonstrated needs.

4. Schedule of Activities and Their Proposed Deadlines for the weeks of summer session 1. Please provide a brief rationale as to why your proposal requires summer stipend (if applicable) or why the proposal cannot be accomplished during the regular semester.

5. Evaluation Plan

Part of your evaluation plan should include a short list of questions that will be submitted to the students in impacted classes, and peer evaluations. Make your evaluation plan clear. Be specific as to what you intend to do to determine the effectiveness of your end product.

Item 6: Budget

Complete the attached proposed budget for the Project Expense Grant. Summer Stipends should NOT be included in the Budget. Attach a separate page to the budget that justifies and explains each line item requested. Travel requests must be directly related to the proposed project. Requests to attend regularly-held professional meetings or conferences should be thoroughly explained and justified. The proposed travel items may not replace or supplement academic-unit travel funds. List other sources for funding. Be specific on budget items. List to whom tuition or honoraria are to be paid; who is traveling where, how, and when; your source of price estimates. Student wages are not an allowable expense. If not applicable please indicate by N/A.

Item 7: Appendices

- (a) List courses you teach and your scholarly interests that are relevant to this proposal. If you have release time or compensatory time applicable during the proposed project period, provide brief details.
- (b) List all proposal titles and dates of grants previously funded from the Committee.
- (c) If consultants are to be used in the Project Expense Grant, provide their credentials and your rationale for hiring them.
- (d) If project involves attending a workshop or seminar, attach a copy of the flyer or announcement.

Additional supporting materials and appendices are discouraged.

Item 8: Checklist

Attach this checklist to ensure that you have completed all the necessary items. **Since this is a blind review of the proposals, the applicant's name should only be on the 2 original application forms, proposals, and checklists.**

Item 9: **Applicant's signature.**

Item 10: **Unit head signature.**

Completing Other Documents

Progress Report Attached is a copy of the report that will be completed by the faculty member at the conclusion of the grant period. This is not to be included in the proposal packet submitted to the committee.

The grantee must submit a report of the results of the project to the Teaching Grants Committee c/o Faculty Senate office, 140 Rawl Annex. Progress reports are due by September 15 of the next fiscal year. Progress reports from previous funded grants must be on file with the Committee before an additional application will be considered.

Evaluation This page is an example of what criteria will be used by the Committee to evaluate the grant proposal.

Proposals that will not be considered

- Application forms that are incomplete.
- Proposals that do not meet guidelines and format.
- Proposals for course development or revision.
- Proposals from individual(s) who have failed to carry out previously funded projects without adequate justification and timely notification to the Vice Chancellor for Academic Affairs or Vice Chancellor for Health Sciences.
- Proposals from individuals who have failed to submit a report due from a previously funded project.
- Proposals that develop a program handbook or recruitment materials.
- Proposals that are not directly related to improved instruction at the University.
- Proposals from current members of the Teaching Grants Committee.
- Proposals that have been submitted and funded in the same year by the Research/Creative Activity Grants Committee.
- Proposals submitted by grant recipients who have received funding for a Teaching Grant in previous year.

2013- _____

Progress Report Filed:

**East Carolina University
TEACHING GRANTS COMMITTEE
Application for 2013/2014 Teaching Grant**

The applicant's name should be on the 2 copies of the original application form, proposal, and checklist only. The electronic copy of the proposal should not include names in order to ensure anonymity.

1. Name

2. Please check one: Summer Stipend _____ Project Related Expense _____ Amount Requested: _____
Dual Summer Stipend and Project Related Expense _____ Amount Requested: _____

3. Proposal Title

4. School/Department/College

5. Give a brief description of the project. Each of the following will be used to evaluate your proposal. The proposal must use these headings in the following order:

- (a) Proposal Title and Abstract including course number and title
- (b) Proposal Outline
 1. purpose/objective
 2. project description (approach/method/procedure)
 3. need and impact
 4. schedule of activities and their proposed deadlines for SS1
 5. evaluation plan

6. Complete the attached proposed budget for project expenses.

7. Appendices

- (a) List courses you teach and your scholarly interests that are relevant to this proposal. If you have release time or compensatory time applicable during the proposed project period provide brief details.
- (b) List all proposal titles and dates of grants previously funded from the Committee.
- (c) If consultants are to be used in the Project Expense Grant, give credentials and your rationale for hiring them.
- (d) If project involves attending a workshop or seminar, attach a copy of the flyer or announcement.
- (e) IRB approval or evidence of application to IRB

8. Complete the attached checklist and attach it only to the 2 signed print copies of the original proposal. The electronic copy should not include a checklist.

9. I understand and accept the terms and conditions set forth in the Teaching Grants Committee Grant Application Guidelines, including the requirement for a final report.

(Signature of Applicant)

(Date)

10. I have reviewed this grant application and believe that the applicant/s is/are qualified and that this project will be of substantial benefit to this unit. I understand that the unit is responsible for processing grant expenditures.

(Signature of Unit Head)

(Date)

East Carolina University
TEACHING GRANTS COMMITTEE
Budget for a 2013/2014 Teaching Grant (Complete if applicable)

Item	Funding Requested	*Funds
<u>from Other Sources</u>		
a) Honoraria \$ _____ Banner Account #: _____	\$ _____	
b) Educational/Research Supplies \$ _____ Banner Account #: _____	\$ _____	
c) Travel Expenses - Registration fees \$ _____ Banner Account #: _____	\$ _____	
Travel Expenses - other \$ _____ Banner Account #: _____	\$ _____	
d) Communication - Telephone \$ _____ Banner Account #: _____	\$ _____	
Communication - Postage/mail \$ _____ Banner Account #: _____	\$ _____	
e) Printing \$ _____ Banner Account #: _____	\$ _____	
f) Other Services \$ _____ (engraving, ads, food, services) Banner Account #: _____	\$ _____	
g) Equipment - under \$500.00 \$ _____ Banner Account #: _____	\$ _____	

Equipment - over \$500.00 \$_____

\$_____

Banner Account #: _____

TOTAL

\$_____

\$_____

Student wages are not an allowable expense. Projects expenses are subject to funding availability.

*Identify Other Funding Sources:

East Carolina University
TEACHING GRANTS COMMITTEE
Budget Justification for a 2013/2014 Teaching Grant (Complete if applicable)

(Please refer to Item 6 of the Information sheet for further information.)

<u>Item</u>	<u>Funding Requested</u>	<u>*Funds</u>
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from Other Sources

a) Honoraria	\$ _____	
\$ _____		

Justification:

b) Educational/Research Supplies	\$ _____	
\$ _____		

Justification:

c) Travel Expenses - Registration fees	\$ _____	
\$ _____		

Justification:

Travel Expenses - other	\$ _____	
\$ _____		

Justification:

d) Communication - Telephone	\$ _____	
\$ _____		

Justification:

Communication - Postage/mail	\$ _____	
\$ _____		

Justification:

e) Printing	\$ _____	
\$ _____		

Justification:

f) Other Services \$ _____
\$ _____
(engraving, ads, food, services)
Justification:

g) Equipment - under \$500.00 \$ _____
\$ _____
Justification:

Equipment - over \$500.00 \$ _____
\$ _____
Justification:

East Carolina University
TEACHING GRANTS COMMITTEE
Checklist for a 2013/2014 Teaching Grant

Since this is a blind review of the proposals, the applicant's name should be on the two signed copies of the original application form, proposal, and checklist only. The electronic copy should not include an application form or checklist, to ensure anonymity of the proposal.

Proposals that are not in compliance with the checklist will be immediately rejected.

I. Please check that you qualify for the granting of a Teaching Grant proposal:

- full-time faculty member of East Carolina University
- completed all previous Progress Report forms
(If unsure, please call the Faculty Senate office at 328-6537 for verification.)

II. Please check the following items noting that your original application form and proposal include:

- (Item 1) applicant's name (The applicant's name should be on the two signed copies of the original application form, proposal, and checklist only.)
- (Item 2) project related expenses, if necessary
- (Item 3) proposal title
- (Item 4) school/department/college (Item 4)
- (Item 5a) abstract (100 to 200 words)
- (Item 5b) proposal outline, noting the restrictions of:
 - Microsoft, Times New Roman 12 type
 - four 8 1/2 x 11 double spaced pages
 - 1" margins, top, bottom and both sides
 - clear and free of specialized terms
 - course name and number directly impacted by this proposal
- (Item 6) proposed budget and brief justification (Not required for Summer Stipend proposals.)
- (Item 7a) list of courses the applicant teaches and brief details if applicant has release time
- (Item 7b) list of all proposal titles and dates of grants previously funded from the Committee
- (Item 7c) credentials and rationale if consultants are to be used
- (Item 7d) flyer or announcement of workshop or seminar if applicable
- (Item 7e) IRB approval or evidence of application to IRB
- (Item 8) checklist is attached to only the two copies of the original application form and proposal
- (Item 9) applicant's signature and date
- (Item 10) applicant's unit head's signature and date

III. The proposal must use these headings in the following order:

- proposal title
- abstract
- purpose/objective
- project description (approach/method/procedure)
- need and impact
- schedule of activities and their proposed deadlines
- evaluation plan

IV. Please briefly explain if you encountered difficulties in writing this proposal and/or any suggestions that you may have with revising the proposal guidelines and application format.

(Signature of Applicant)

(Date)

East Carolina University
TEACHING GRANTS COMMITTEE
Progress Report for 2013/2014 Teaching Grant

DUE SEPTEMBER 15, 2014

**Future grant proposals will not be considered unless Progress Reports
have been filed on all previous year grants.**

Name: _____

Academic unit: _____

Grant #2012- _____ Please check one: Summer Stipend _____ Project Expense _____
Dual _____

Amount Awarded: _____

Grant Title: _____

(If possible, please limit the report to 5 pages.)

1. Give the status of this project (e.g., not begun, midway, completed). If project is not near completion, please explain.
2. By what methods did you evaluate the effect of your project? What were the results?
3. In what ways has this project improved your teaching or course?
4. If you were going to do the same project again, what would you change?
5. Please include a 250-word abstract which may be used in university publications.
6. Please include a copy of the questions that you gave to students to evaluate the effect of your project, and examples of the student responses. If you wrote a manual, please attach a copy, or please provide the committee with some other materials that will allow the committee to evaluate the project (e.g. in the case of software development, please include a disk).
7. Please include a budget report (not required for Summer Stipend proposals).
8. Please add any comments relating to problems with your project, new ideas, or suggestions derived through your communication with others that may be useful to the committee in evaluating and improving its effectiveness.

(Signature of Applicant)

(Date)

(Signature of Unit Head)

(Date)

Please return to the Faculty Senate office, 140 Rawl Annex.

East Carolina University
TEACHING GRANTS COMMITTEE
Evaluation of 2013/2014 Proposal

Summer Stipend #2013-_____ Project Expense #2013- _____ Dual Proposal #2013-

Evaluator # _____

Applicant(s)_____ -

Proposal
Title _____

Is this proposal appropriate for Committee consideration, given our charge to recommend funding for projects to improve teaching? Yes _____ No _____

Please evaluate the proposal using the following scale: POOR (1) FAIR (2) AVERAGE (3) GOOD (4) EXCELLENT (5)

(score each item 1-5, multiply the score times the number given for each item, and total the scores for each item)

1. Impact: (x 8)

Potential for specific faculty and/or student development for an approved course

Probability for enhancing teaching

Stated expected outcome

Related to teaching assignments: guides, supplements, tutorials, applications, CAI

Demonstrated needs, or creativity and innovation

Some Examples of Inappropriateness:

Research /Creative Activities:

Broad/General Faculty Development:

Administration-Related Activities:

Lack of Consideration of Other More Appropriate Sources of Funds On Campus:

Curriculum Assessment/Approval:

Course Development or Revision

Low Impact upon Students / Applicant

One-time vs. Continuing Impact:

Product Development

Focus On Regulatory Function (OSHA) Rather Than Teaching-Related Goals/Activities:

Emphasis of the proposal on Teaching Assistants rather than on the applicant and students

2. Management Design: (x 5)

Clear purpose/objectives

Description

Realistic time management plan

Appropriate/specific/reasonable budget (not required for Summer Stipend proposals)

3. Delineated Evaluation Plan: (x 5)

Addressing the question raised in the proposal
Rating the impact of the evaluation plan on the applicant's teaching

4. Proposal Presentation: (x 2)

Organization (Specified format and length of proposal etc.)
Clarity of presentation

TOTAL: _____

Comments:

Recommendations to Applicant:

Revised 10.11.12