Instructional Development Committee

Call for Proposals
Due March 17, 2010

Do you have an idea for an innovative project to improve student learning?

Do you need support for a new teaching idea--
For fostering student-created content?
For internationalizing the curriculum?
For teaching in the NEXT* Classroom?
*(The New, Emerging and eXperimental Technology)

For assistance in developing a proposal, contact Denise Penzkofer, IDC chair
Submit proposals by email and hard copy to
Denise Penzkofer, IDC chair
dapenzkofer@pstcc.edu
SRC 120

Proposal Guidelines ⇒
The purpose of the educational improvement program is to provide needed support for the development and implementation of innovative teaching and learning strategies that lead to improved student achievement and retention.

APPLICATION FORMAT

Proposals should be no more than two pages long and should include the information outlined below.

1. Cover Sheet. Please have your supervisor (or supervisors in the case of jointly developed proposals) sign the cover page which includes your name(s) and the title of the project.

2. Overview of Project. Provide a description of:
   A. The problem or question you want to address
   B. How you propose to address problem or question
   C. Specific improvements expected in the learning environment

3. Additional Project Information and Rationale
   A. Consistency of project with the purpose statement given above
   B. Direct linkage to college, program, or departmental goals
   C. How this proposal supports cost efficiency for the institution, including number of students affected, self-sustaining features of project

3. Project Evaluation. For each expected outcome, please provide the following:
   A. Qualitative/quantitative evidence of achievement (survey results, test scores, course completion rates, cost-efficiency, other)
   B. Time frame for project completion and presentation of results in the form of a written report to supervisor, IDC, and the Faulty Development Committee. Faculty should be prepared to give an oral presentation regarding the results of the project

4. Budget. Provide a summary of all expenses for which funding is requested including:
   A. Materials
   B. Reassigned time (semester hours x adjunct rate per hour requested + office hour pay)
   C. Duplication/printing
   D. Professional development
   E. Total cost

If applicable, identify other funding sources and amounts to be covered by those sources.

REVIEW PROCESS*

The committee will review all proposals submitted by the deadline and make recommendations for funding to the Vice President of Learning. Criteria for recommendations are:
1. Consistency of the project with the stated purpose of the program
2. Cost-efficiency
3. Adequacy of evaluation plan
4. Availability of funds

*For a copy of the IDC Proposal Review Guidelines, contact Denise Penzkofer.