

2020-2021 Learning Enrichment Grants Request for Proposals

Grant Description

The Learning Enrichment Grant Program is a faculty and curriculum development and improvement program. This program encourages the development and practice of innovative teaching in the Baccalaureate Experience Program at the University of Tampa. UT's Baccalaureate Experience curriculum offerings are extensive. Please review your department's contributions to the education of non-majors through the Baccalaureate Experience, and consider ways in which curricular offerings might benefit from new or improved assessment practices, best-practices updates, a change in delivery method, complete course re-design, faculty training, the introduction of experiential learning opportunities, etc.

Submitting Proposals

Please develop your proposal after consulting the guidelines specified below. Submit proposals via the easy to use online platform, Submittable. The submission process requires that the submitting faculty member create an account and submit the proposal at:

<https://facultysubmissions.submittable.com/submit>

Grant proposals are due by Sunday, March 15, 2020. Associate Dean Cheri Etling-Paulsen and the Baccalaureate Experience Committee will review and fund selected proposals. Decisions will be announced before the end of the Spring 2020 semester. Funds will be available after June 1, 2020. All awards are contingent on final approval of the budget for the upcoming fiscal year.

Guidelines

Faculty are free to develop innovative ways to approach improvements to the delivery of UT's Baccalaureate Experience curriculum. While proposals will be evaluated on the potential impact to the University and relevance to the Baccalaureate Experience, there are many ways this may be achieved. Examples of potential mechanisms to enhance the Baccalaureate Experience include (but are not limited to) the following:

- The development of improved assessment strategies for courses in the existing Baccalaureate program. With general education review underway, such projects would entail development of assessable learning outcomes in areas such as; critical thinking, written and/or oral communication, and international awareness. Justification for why the proposed strategy is an effective way to measure the goals should be included. Research projects of this nature must include specific learning outcomes, methods of assessment, and rubrics. Assessment strategy proposals are only eligible for a faculty stipend.
- The innovation or overhaul of existing courses including the implementation of special research and/or experiential learning opportunities in classes that typically count towards students' Baccalaureate Experience requirements. In cases of revising existing courses in the Baccalaureate Experience, learning outcomes and assessment strategies must be included as part of the proposal and final report.
- The application of research to explore ways in which to increase student understanding of the mission and purpose of the Baccalaureate Experience thereby enhancing their commitment to degree completion at the University of Tampa. Such projects might include partnerships with co-curricular initiatives like SpartanReady, innovative campus activities that encourage critical thinking and communication skills, or multimodal approaches that include initiatives such as

- improving the sense of community on campus or strengthening students' identifications as UT Spartans. Proposals may request funding for general research on degree completion, or for on- or off-campus activities, ranging from classroom activities and themes to integrating students into the community.
- General updates and improvements to smaller projects associated with the Baccalaureate Experience such as creating instructor manuals for multi-section courses to ensure common standards, developing training materials for adjuncts, creation or development of policies to affect multiple courses in a department (hypothetical example: *Research Paper Guidelines*)

Faculty may request up to \$5,000, with up to \$1500 per faculty member (if more than one) for summer stipends. Fringe benefits at 8.33% of the stipend will be calculated automatically and will count towards the total amount requested. Outcomes assessment focused grants are limited to \$1500 stipend for a single faculty member. Funds may be used for research stipends, purchases, appropriate travel, pre-approved software purchases, and on items provided directly to students (supplies, tickets, printed materials, etc.). Note that any software or equipment purchased with grant funds is property of the University. Funds may not be used for computer hardware or student workers. Please be aware that Learning Enrichment Grants are not eligible to be taken as a cash advance. Purchases may either be placed on a credit card or with cash and receipts should be submitted for reimbursement, or purchased directly by UT through the normal university purchasing process. All funds must be expended and accounted for before May 31, 2021. Questions about expenditures may be sent to James Welch at jameswelch@ut.edu.

Proposal submissions will require the following information:

- a) Submitters' name(s), position(s), and department(s). (Only full-time professors may receive funding.)
- b) Provide an email of endorsement from your department chair and each collaborator. The endorsement may be provided as an email. If there are multiple collaborating faculty each collaborator must be named within the endorsement email.
- c) Project summary of 250 words.
- d) If project directly relates to a course, please specify course name(s), prefix(es) and number(s); expected number of course sections (if more than one); and the specific semester(s) that the project will be implemented.
- e) If this project has a research component with human participants, you must check with the IRB committee to see if you need IRB approval. If the IRB determines that your project is outside its purview, you must upload an email from the chair stating as such. A faculty member may not self-determine whether IRB approval is needed or not. UT IRB approval is required even if the project has been approved by another organization's IRB process. IRB approval must be obtained before you submit your application and your approval letter must be included with your grant application. All questions about the IRB process should be directed to IRB@ut.edu.
- f) Project description and an explanation of how students will be impacted by the project.
- g) Learning objectives and proposed strategy for assessment (if you are making major course revisions)
- h) A budget justifying all requested funds, including stipend(s), supplies, and materials provided to students.
- i) Current Curriculum Vitae of each collaborator

General Stipulation

A faculty member leaving the University for any reason will not receive grant funding.

Receipts and Final Reports

All expenses must be submitted on Workday no later than May 31, 2021. Be sure to change the Division to Associate Provost, Cost Center to Baccalaureate Experience, and add the LEG activity tag. A brief final report is due to the Associate Dean at the end of the semester in which the project is implemented, or by May 31, 2021 at the latest. Send completed reports to Cheri Etling-Paulsen at cetling@ut.edu. Reports must describe all activities undertaken, a summary of the outcomes of the project, and if there was a significant course redesign, assessment data must be included. An itemized list of all funds expended, including stipends must also be included. Faculty members who do not file final reports will not be eligible for subsequent funding.

2019-2020 Baccalaureate Committee Members

Bahadi Taoufik

Stephane Bucaille

Heajin Lee

Alexander Toth

Juliet Davis

Sarah Fulmer

Joshua Waggoner

Jason Sumereau

James Welch

Daniel Wollenberg - Chair

Spencer Segalla, Senate Liaison

Cheri Etling-Paulsen, Associate Dean of Teaching and Learning, *ex officio*

Joseph Letter, Director of First-Year Writing, *ex officio*

C.J. Pendleton, Associate Provost, *ex officio*