

GUIDELINES for CTL Discipline/Program Workshops Applications: 2008-2009

The Center for Teaching and Learning seeks applications for Discipline and Program Workshops twice during the academic year for the enhancement of teaching and learning at Minnesota State Colleges and Universities campuses.

Applicants may contact:

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Focus

The Center for Teaching and Learning in the Office of the Chancellor invites applications to fund Discipline and Program Workshops. Discipline and Program Workshops are opportunities for faculty within a particular discipline or program to meet in a systemwide gathering. The primary focus of these workshops is the systemwide improvement of teaching and learning within specific discipline and program areas. Workshops are open to all system faculty from the field, both full-time and part-time.

Workshops may also be designed to be interdisciplinary, allowing faculty from more than one discipline or program to meet and discuss common issues. The goal is to provide a time and a place for faculty to engage in discipline-specific or interdisciplinary conversations about teaching and learning, while networking with other state college and university faculty in the same field. The CTL also strongly encourages time for discussion of systemwide issues, such as credit transfer. Program evaluation or curriculum development projects are not supported through these funds.

Discipline and Program Workshops are planned by system faculty for system faculty. The content and format are designed by the planners, who may include campus administration and staff. Faculty planners provide expertise in the discipline or program area to ensure appropriate professional development of their discipline or program colleagues.

It is the goal of the Center for Teaching and Learning to have strong attendance at these workshops from each type of institution that teaches courses in a particular discipline or program area. Our experience tells us that shared planning will attract more, and more diverse, participants. Best of all, it will make the planning process easier, especially for the first workshop in a discipline. **Planning teams of faculty are expected to include faculty from our system's universities and community and technical colleges.** Planning and follow-through is the primary responsibility of the planners, with assistance from CTL staff. If you'd like help in finding possible partners at other institutions, let us know.

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You are encouraged to visit www.ctl.mnscu.edu for more information, and to contact either Martin Springborg, CTL Faculty Coordinator, at (651) 649-5981 or Yvonne Shafer, CTL Faculty Coordinator, at (651) 649-5947 as you begin the application process.

Eligibility

All full and part-time faculty, administrators, and staff from Minnesota State Colleges and Universities are eligible to apply for funds and plan a discipline or program workshop.

Funding

Amount of award: up to \$10,000

The CTL staff considers how best to divide the budget allocation for these events in a given fiscal year. Although it seems appropriate that all disciplines should have this opportunity, there is a finite amount of money in the allocation so not all applications may be funded. Priority will be given to discipline groups according to how frequently they have met in the past, with declining support for annual meetings over a 3-year cycle (i.e., every third year, CTL will give full, or “new workshop” priority to groups that meet annually). Competition for funds varies from semester to semester, and every attempt will be made to support each discipline or program group that applies.

Applications will be evaluated based on the following criteria:

The extent to which the workshop plan addresses priorities in the discipline or program.

The extent to which the workshop plan supports faculty professional development that improves the quality of teaching and learning. Program evaluation or curriculum development projects are not funded through discipline/program workshop funds.

Reasonable costs (a total averaging approximately \$100 per participant for facilities, lodging, meals, etc.).

Before notice of final approval is received, promotional information may be used to save the date, giving date, location, and theme but without specifics on any cost and registration.

Application/Workshop Timeline

Academic year	Application Deadline	Workshop Dates	Final Report Due
2007-08	October 30, 2007	January-May, 2008	June, 2008
2007-08	March 17, 2008	June-August, 2008	September, 2008
2008-09	March 17, 2008	September-December, 2008	June 6, 2009
2008-09	October 30, 2008	January-May, 2009	June 6, 2009

Examples of Past Workshops

Workshops must meet the focus of the grant program as described above. Here are some examples of past workshops for applicants to consider as they apply for funding:

Designing with Technology

Location: St. Cloud Technical College

October 19 - October 20, 2006

St. Cloud Technical College

This workshop provided a forum for system Art and Design faculty to share their instructional processes involving "Designing with Technology" and gain a broader understanding of the different programs within the system. The workshop also created an environment in which faculty could investigate opportunities for partnerships and collaborations within the system and explore the possibilities and challenges that may lie ahead.

Planners: Barbara Hanus, Bemidji State University; Penny Leuthard, St. Cloud Technical College; Peter Davis, Hibbing Community College

Understanding China Today: Opportunities and Challenges for Teaching and Learning

Location: Minneapolis Community and Technical College

October 5 - October 6, 2006

Minneapolis Community and Technical College

Keynote Speaker: Professor Ted Farmer, University of Minnesota

This conference provided faculty with an opportunity to update and broaden their knowledge about China today and explore ways to incorporate this knowledge into their teaching and their students' learning. The intended outcome was that faculty would develop new approaches for teaching about China that they can share with others at a conference to be offered in partnership in the spring of

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2007 at Saint Cloud State University.

Planners: Diane Pearson, Minneapolis Community and Technical College; Paul Richgruber, Inver Hills Community College; Kathy Johnson, St. Cloud State University

Further examples of past discipline workshops can be found in the event archives at www.ctl.mnscu.edu.

Workshop Planning

Planning a discipline or program workshop requires collaboration and much forethought. Applicants for discipline and program workshop funds are asked to consider the following for as they prepare their applications.

- Ideas for workshop themes
- Design an agenda with a focused theme and specific outcomes
- Focus on the pressing teaching and learning issues in your discipline or program area
- Extend the theme of a systemwide conference to your discipline (e.g., realizing student potential)
- Enlist colleagues that have completed a project pertaining to the theme to plan and to present
- Plan for a workshop length of 1 to 1 ½ days

Some questions that could be addressed

- How can we incorporate more active learning techniques (such as writing, case studies, problem-based learning, and student research) in our courses?
- How do we assess our students' ability to think in this field?
- How can we coordinate approaches to assessment across courses?
- What are the latest instructional technologies available?
- How can we encourage students to be accountable for their learning?
- Is service-learning appropriate for our discipline?
- How can we help students make connections between their lives and the classroom?
- How do we meet the needs of a diverse student body?
- What is my philosophy of teaching?
- How do we enhance our courses using the web?
- How do we prepare students for the workplace?
- How can we integrate new content into our courses?
- How do we design meaningful student presentations?
- Other questions on pressing issues relative to system faculty in your discipline.

Once you have decided on a theme, you will want to set specific workshop goals or outcomes. Then you will want to consider the best way to format the workshop in order to meet your goals. Possibilities include inviting colleagues to share their ideas and practices, hands-on experiences, tours and field trips, speakers, and staff from the Center for Teaching and Learning and other units in the Office of the Chancellor. Plan for a balance between active time and reflective time.

There are many steps involved in planning a workshop. For more information on workshop management and planning, see CTL Discipline and Program Workshop Project Management Guidelines on our Web site at http://www.ctl.mnscu.edu/programs/discipline_work/planners_mang.html. These guidelines describe the range of tasks and the level of administrative support that CTL can provide. If your application for funding is approved, you will receive more specific information about how to proceed.

Narrative

A narrative and budget must be drafted as part of your application. The narrative section of the application asks applicants to consider the following:

- Audience Members and Size
- Date and Location of the Workshop
- Priority of Discipline/Goals of Workshop
- Description of Program
- Agenda

Budget

Applicants should use the table below as a guide while completing the budget section of the application. Please note that planner honoraria will be disbursed with regular pay once the workshop final report has been submitted to CTL. Total cost of the any workshop should not exceed \$100 per person.

Budget Category	Guidelines & Policies
Planner's Honoraria	Planners are eligible for a \$200 honorarium each for up to three planners. Planners should represent all three types of system institutions. The honoraria will be processed upon acceptance of a final report after the workshop. Note: honoraria will be disbursed with regular pay (from which taxes will be withheld).
Consultant/Speaker Fees and Expenses	You are encouraged to include system colleagues as presenters. Neither honoraria nor expenses are paid to in-system presenters. If appropriate, outside speakers may be engaged. Fees for outside speakers usually will range from \$500 - \$750 for a half-day or less; and from \$750 - \$1000 for a full day. Travel, lodging, and meals for these speakers should be included in the budget.
Lodging	CTL will pay for 50% of participants' (double-room) lodging expenses at the designated facility only for one night. Overnight lodging will not be provided for participants whose work location is within 35 miles of the workshop site.

Budget Category	Guidelines & Policies
Travel	<p>Participants must provide and pay for their own transportation to these workshops. Participants are encouraged to apply for reimbursement using their personal or program/discipline campus-based professional development funds.</p>
Meals	<p>Onsite meals that are provided as part of the agenda are covered by CTL funds: maximum of one breakfast (\$7), one lunch (\$9), one dinner (\$15), and two breaks (\$3 each) at state guidelines for a total of \$37.</p> <p>No payment is allowed for alcoholic beverages or for the arrangements to serve them, such as a cash bar.</p> <p>The following expenses may be reimbursed via participants' campus-based personal or program/discipline professional development funds:</p> <p>Dinner the evening before the workshop/conference may be claimed for all participants who are in travel status.</p> <p>Breakfast en route may be claimed for those participants who leave home before 6:00 a.m. or if they are in travel status.</p> <p>Dinner following the workshop/conference may be claimed for all participants who cannot be home before 7 p.m.</p> <p>Reimbursement of these meals will be at the rate established in the employment contract.</p>
Facilities	<p>CTL encourages the use of Minnesota state college and university campuses for the workshop site. This not only offers faculty a chance to visit another system campus, but these facilities are conducive to teaching and learning discussions and are often available at lower cost than commercial sites.</p>
Materials/Supplies	<p>This may include printing, copying, postage, long distance telephone. CTL can provide considerable support in creating a Web page and online registration for your workshop. Upon request, CTL also provides folders for workshop materials and printed participant name badges.</p>
Administrative Overhead	<p>Budgets may NOT include administrative overhead (facilities and administration) costs in the CTL Funds Request. Facilities and administration costs up to 12 percent may be included in matching funds.</p>