



Minnesota  
STATE COLLEGES  
& UNIVERSITIES

## *Grant Guidelines*

### **CTL DISCIPLINE AND PROGRAM WORKSHOPS**

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. We seek applications from all disciplines in this application round; especially those from STEM (Science, Technology, Engineering and Math) fields. We are also interested in workshops that address specific teaching and learning issues related to teaching online.

**Applications are due by November 6, 2009**, for workshops that will be held in Spring 2010. Notification of awards is planned for late November 2009. This grant program is supported by funds from the Office of the Chancellor. Prospective applicants may contact:

**GRANT MANAGER**

Thomas I. Wortman  
Assistant Director  
Center for Teaching and Learning  
[thomas.wortman@so.mnscu.edu](mailto:thomas.wortman@so.mnscu.edu)  
(651) 297-1483

### **ELIGIBILITY**

All full- and part-time faculty members, administrators, and staff at Minnesota State Colleges and Universities are eligible to be involved in these projects. It is the goal of the Center for Teaching and Learning to have strong attendance at these workshops from each type of system 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 at least one faculty member from a system university, one from a community college, and one who is teaching in a technical area.** 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.

You are encouraged to visit [www.ctl.mnscu.edu](http://www.ctl.mnscu.edu) for more information, and to contact Thomas Wortman, [thomas.wortman@so.mnscu.edu](mailto:thomas.wortman@so.mnscu.edu), (651) 297-1483 as you begin the application process.

## **PROJECT CHARACTERISTICS AND FUNDING**

Up to \$75,000 is available for this grants program.

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 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. CTL also strongly encourages time for discussion of systemwide issues, such as credit transfer, developmental education, teaching with technology, etc. 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.

## **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 as they prepare their applications.

### **Ideas for workshop planning**

- 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 1½ days.

### **Examples: questions that could be addressed in workshop agenda**

- 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?
- What are the unique skills necessary to teach most effectively online?
- How can we ensure that students gain strong, adaptable, and flexible skills?
- How can service-learning be applied to 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?
- How do we prepare students for the workplace?
- How can we best meet the needs of students with diverse backgrounds and educational goals?
- Other questions on pressing issues relative to faculty in your discipline.

Examples of past discipline workshops can be found at [http://www.ctl.mnscu.edu/programs/dw/works\\_outcome.html](http://www.ctl.mnscu.edu/programs/dw/works_outcome.html).

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 productive 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](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.

## **FUNDING AND PROPOSAL EVALUATION**

**Amount of award:** up to \$5,000

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 no more than 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.

## **SUBMISSION AND REVIEW PROCESS**

**Step 1. Complete your application using the online *MyGrants* system ([www.mygrants.mnscu.edu](http://www.mygrants.mnscu.edu)).**

Applicants are required to submit applications by November 6, 2009, using the online *MyGrants* application program available at [www.mygrants.mnscu.edu](http://www.mygrants.mnscu.edu). For assistance, contact the grant manager.

**Step 2. Obtain the approval of the lead planner's Chief Academic Officer and Business Officer or Director of Sponsored Programs.**

The Chief Academic Officer (e.g., Vice President for Academic Affairs) **and** your business officer/director of sponsored programs must review and approve the application. A signature page is included in the print version of the *MyGrants* application and must be sent by e-mail or fax by the application deadline.

**Step 3. Submit the application via MyGrants.**

**Step 4. CTL staff reviews the application.**

CTL staff review the applications and asks for revisions if necessary. CTL then makes funding decisions and communicates those decisions to the applicants.

## **APPLICATION ELEMENTS**

### **Narrative**

A narrative and budget must be drafted as part of your *MyGrants* application. The narrative section of the application must include the following:

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

Examples of past discipline workshops can be found at [http://www.ctl.mnscu.edu/programs/dw/works\\_outcome.html](http://www.ctl.mnscu.edu/programs/dw/works_outcome.html).

### **Budget**

Applicants should use the table below as a guide while completing the budget section of the *MyGrants* 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 any workshop should be around \$100 per person.

Budget Category	Guidelines & Policies
Planners' Honoraria	<p>For each discipline workshop, the budget may include up to \$600 (plus associated fringe benefits) for the payment of honoraria to at least three of the planners of the workshop. Please indicate in your budget narrative how the \$600 should be distributed (e.g., "\$200 for each of the three planners").</p> <p>The lead planner's honorarium will be transferred to his/her campus business office along with the workshop grant funds and will be released to the planner upon CTL review of the workshop final report. If, after payment of the honorarium and associated fringe benefits, CTL owes an additional amount to the lead planner's institution, CTL will settle the additional owed amount as a part of completing the Grant Funds Final Accounting Form. CTL will also pay directly the co-planners' honoraria plus fringe after review of the workshop final report. Note: All honoraria will be disbursed with regular pay, from which taxes will be withheld.</p>
Consultant/Speaker Fees and Expenses	<p>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 - \$1,000 for a full day. Travel, lodging, and meals for these speakers should be included in the budget.</p>
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>
Lodging	<p>CTL will pay for 50 percent of participants' (double-room) lodging expenses at the designated facility only for one night. For example, if a hotel charges \$100 for the night of housing for two people, CTL will pay for 50 percent of each person's fee (\$25 each). Overnight lodging will not be provided for participants whose work location is within 35 miles of the workshop site.</p>
Meals	<p>On-site 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. No payment is allowed for alcoholic beverages or for the arrangements to serve them, such as a cash bar.</p>
Materials/Supplies	<p>These 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>

Budget Category	Guidelines & Policies
Facilities	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.
Indirect/Administrative costs (Overhead)	Budgets may <b>NOT</b> include administrative overhead (facilities and administration) costs.
Other Sources of Funding	<p>Be sure to indicate any sources of additional funds. These sources may include, but not be limited to:</p> <ul style="list-style-type: none"> <li>• Registration fees</li> <li>• Department, college, or institutional funds</li> <li>• Funds from another organization(s) budget(s)</li> <li>• In-kind contributions by an institution, such as space, administrative support, etc.</li> <li>• Facilities and administration costs up to 12 percent may be included in matching funds</li> </ul>

## APPLICATION DETAILS

The most successful applications will answer each of the questions below.

Topic	Application should address
Statement of Need	<ul style="list-style-type: none"> <li>• What issue or problem is being addressed?</li> <li>• Why is the workshop important? How do you know it is important; what is your evidence (i.e., how has the issue/problem been documented)?</li> <li>• How is the workshop linked to system priorities and initiatives?</li> </ul>
Outcomes & Goals	<ul style="list-style-type: none"> <li>• What are the workshop's specific, measurable goals?</li> <li>• What specific outcomes do you plan to achieve?</li> <li>• How will the workshop achieve these outcomes?</li> <li>• How will it promote improvements in teaching and student learning?</li> </ul>
Activities	<ul style="list-style-type: none"> <li>• How will your agenda help to meet the specific goals that you have identified?</li> <li>• How will the speaker(s) topic help you to meet the identified goals?</li> <li>• Who will attend (how many faculty members, administrators, guests, etc.)?</li> <li>• What hurdles do you expect to encounter, and how will they be addressed?</li> </ul>
Implementation Timeline	<ul style="list-style-type: none"> <li>• What is your workshop timeline (include dates and tasks to be completed)</li> </ul>
Assessment and Evaluation	<ul style="list-style-type: none"> <li>• How will you know that you have achieved your outcomes?               <ul style="list-style-type: none"> <li>◦ What kinds of evaluation will you use?</li> </ul> </li> <li>• What is the impact on faculty members and teaching and learning?</li> </ul>
Dissemination	<ul style="list-style-type: none"> <li>• With whom will you share your results?</li> </ul>
Budget & Narrative	<ul style="list-style-type: none"> <li>• How much money will the entire workshop require?</li> <li>• Is each request clearly explained and justified?</li> <li>• What resources, services, supplies, or funding are you obtaining from other sources?</li> </ul>
Total	<ul style="list-style-type: none"> <li>• The online application does not limit the length of the application. We strongly encourage attaching a Word or PDF version of the project narrative.</li> </ul>

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