

2015-2016 TEACHING ENHANCEMENT AWARDS

CALL FOR PROPOSALS

PURPOSE

The teaching enhancement awards (TEA) were established to promote the scholarship of teaching and learning at Cleveland State University. In keeping with the University's mission of student success, this year's awards will focus on faculty who are interested in initiating and developing projects that make substantial changes in pedagogy or delivery methods for the promotion of student success and retention. The primary targeted courses are lower division/high enrollment.

ELIGIBILITY

Teams of full-time faculty, including regular tenure-track, tenured appointments, and college lecturers are eligible to apply for one of the following types of awards:

- 1) Teams of at least two faculty members whose proposal is aimed at revitalizing a lower division course (100-200 level) with an enrollment of 100 or more students per academic year (across all sections of the course).
- 2) Team of at least two faculty members whose proposal is aimed at revitalizing a lower division course (100-200 level) with fewer than 100 students per academic year.
- 3) A single faculty member whose proposal is aimed at revitalizing a lower division course (100-200 level), with an enrollment size of 80 students or more per academic year.

DETAILS OF AWARD

- The awardees will receive a total summer stipend for the team of \$8,800. Teams elect how they will split the stipend. An additional faculty member may be added who only does a small part of the revitalization, with compensation to be decided by the team.
- For single faculty members who receive an award, the total summer stipend will be \$4,400.
- The awards will be paid out as follows:
 - \$1000 per team or single faculty member in summer 2016
 - \$7,800 per team or \$3,400 for a single faculty member upon completion of project and submission of report in June 2017

PROJECTED TIMELINE

November 2015- there will be two optional informational meetings about preparing the proposal:

Friday, November 20th from noon to 1 pm in MC 212

OR

Monday, November 23rd from noon to 1 pm in MC 212

Please register at <https://www.csuohio.edu/cfe/cfe-workshop-registration> and feel free to bring a lunch.

If individuals are unable to attend one of these two sessions, you are welcome to email Dr. Cate Monaghan at c.monaghan@csuohio.edu to schedule a ½ hour appointment to discuss your proposal.

Mailing Address: 2121 Euclid Avenue. MC 212 • Cleveland, Ohio 441 15-2214

Campus Location: Main Classroom. Room 212 • 1899 East 22nd Street•Cleveland, Ohio

• (216) 687-5502 • fax (216) 687-9201

Center for Faculty Excellence

December 6, 2015 – Course revitalization proposals are due

January 2016 – Proposals selected for funding by the Director of the Center and the CFE Faculty Advising Committee

February 1st – notification of award status

Spring 2016 – Mandatory TEA Teaching Academy for award recipients (dates/time TBD)

A. Assessment Strategies and Project Closeout Report workshop

- a. This 2.5 hour workshop outlines the formative and summative assessment strategies, as well as the TEA requirements and suggestions for the closeout report.
- b. **Teaching Strategies Workshop**
- c. This 2.5 hour workshop is geared specifically toward the current projects and the best practices in the field and will outline possible teaching strategies

Spring/Summer 2016 – Course development by selected faculty

Summer 2016 – payment of \$1,000 stipend

Fall 2016/Spring 2017 – Pilot of revitalized course

Spring 2017 – Evaluation of fall pilot and continued pilot of revitalized course

June 30, 2017 – Final evaluation report is due; balance of stipend will be paid after receipt of final report.

CRITERIA

The Director of the Center for Faculty Excellence will evaluate TEA proposals in conjunction with the CFE Faculty Advisory Committee. In order to assist in the preparation of successful applications, the evaluation form that will be used to evaluate the proposals is provided below. With faculty reviewers from many different fields across the University, the proposal should be written in a manner that is clear and unambiguous so that the proposal is understandable to readers completely outside the discipline.

DEADLINE

Proposal should be submitted via email to Ashish Kumar at cte@csuohio.edu AND Cate Monaghan at c.monaghan@csuohio.edu by **December 6, 2015**. The subject line should read “2015 TEA Proposal.” Please make sure that the last name of the faculty member who is submitting the proposal is included in the file name. Questions concerning the TEA may be addressed to Cate Monaghan, 687-5509 or c.monaghan@csuohio.edu

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REPORTING REQUIREMENTS

A final report must be submitted to the Center for Faculty Excellence no later than June 30, 2017. The report should include the evaluations of the course pilots for both fall 2016 and spring 2017. The report should also include a summary and critique of the course revitalization and suggestions for further improvements. The final stipend payment will be made once the final report has been received.

PROPOSAL PREPARATION GUIDELINES

Application must be prepared using a 12-point or larger font, single-spaced, on 8 ½ x 11” paper with 1” margins and should consist of the following sections:

1. **Cover Page:** The application cover page should list the title of the project, the name(s) of all the applicants along with rank, department, and email address.
2. **Section 2:** One to two pages with a summary of your proposed course revitalization project that explains the significance of this course to student retention and success at CSU. Include the course title along with the catalogue description and the number of students who enrolled in this course during the 2014/2015 academic year. Briefly explain why students enroll in this course (e.g. is it a major requirement, general education course, etc.?). Please summarize your current ideas about possible changes to revitalize the course, including citing any “best practices” in teaching and learning within the discipline that support your plan. While there are some technology related aspects that may be included, the primary focus should be on incorporating better teaching and learning strategies.
3. **Section 3:** Provide one page per team member outlining the qualifications of the member who will be engaged in this project. You should address the role of each team member in teaching this course in previous semesters, along with their roles in the piloting of the revised course, and if applicable their roles in designing the course.
4. **Section 4:** Provide a one-page summary of each team members’ teaching philosophy.
5. **Section 5:** Outline the role of each team member or additional faculty members who will be engaged in this project and explain how you will split the stipend among the team for both the first and second year.
6. **Section 6:** Provide a one-page discussion of how you will assess the success of the revitalized course. What data will you use for the pre-revitalization level of student success and what do you anticipate using as a post-revitalization measure of success?

Abbreviated Curriculum Vitae: Provide an abbreviated (maximum two page) curriculum vitae for each member. Include details of education, dates attended, field(s) of study and degrees granted; include employment details and list of courses taught at CSU in the last 3 years (or fewer if you are a faculty member who has been at CSU fewer than three years).

Note: Faculty who would like to use this award for future conference presentations or publications should consider getting IRB approval for a research project.

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Do **not** put your name on this sheet. Use additional sheets if necessary

2015-2017 TEA Evaluation Form

Proposal Title: _____ Proposal No.: _____

The TEA criteria address the five key components below. With faculty reviewers from many different fields across the University, the proposal should be written in a manner that is clear and unambiguous so that the proposal is understandable to readers completely outside the discipline.

Criteria

Points

1. The application includes a clear description of how the proposed course revitalization will improve student retention and success. (up to **7 points**)

Comments:

2. The application includes a clear description reflecting awareness of “best practices” in teaching and learning within the discipline of the course. (up to **3 point**)

Comments:

3. The application includes a clear description of how the course revitalization is consistent with the teaching/student retention and success mission of the department, college, school, and/or university. (up to **3 points**)

Comments:

4. The application provides a clear discussion of why and how the stipend will be allocated among the team members. (up to **2 points**)

Comments:

5. Type of course – more points will be awarded to those proposals that most clearly mirror the stated purpose. i.e. lower division/high enrollment courses (up to **5 points**)

Comments:

Total (max 15 points) _____

Please write additional comments on the reverse side