Request for Proposals: November 8, 2001

The Center for the Advancement of Teaching is privileged to announce two initiatives supported by a generous grant from the Andrew W. Mellon Foundation. Both initiatives involve technology, yet they are distinct; the details are outlined below. All Xavier faculty are invited to submit proposals. Please indicate the initiative in which you wish to participate, and whether you wish to begin work in the summer or fall of 2002. See following pages for detailed proposal guidelines.

	Technology Infusion Projects	*Rich Media Projects*
General Description	Supports faculty use of existing technology and media to enhance teaching and student learning.	Supports faculty creation of rich media products.
Examples	• Incorporation of e-mail or WebBoard discussion into an existing course • Developing a simple course website • Integration of course with Blackboard or other course management system • Virtual office hours weekly via bulletin board chat • Videoconferencing to enhance classroom experience • Integration of electronic presentations (such as PowerPoint slides) into a course • Use of commercially available CD-ROMs or discipline-specific courseware for instructional purposes • Adoption of spreadsheet or gradebook programs for keeping class records • Course requirement of student-authored website projects • Classroom research project focusing on effectiveness of technology in teaching and learning • Integration of JSTOR or other electronic journals or databases into a course.	Rich media products are websites and CD-ROMs that incorporate multimedia elements. Rich media products: • Are electronic in whole or in part • Combine different types of media (*e.g.,* text, images, video, audio, animation, databases) • Allow for some degree of interactivity on the part of the user • Result from more ambitious projects than a faculty member might normally take on.
Structure	Two distinct phases: implementation and evaluation.	Three distinct phases: writing a design document, implementation and evaluation.
Time Frame	These projects last two semesters (or one semester and one summer).	These projects last at least three semesters (or two semesters and one summer), often longer.
	Funded faculty will attend a monthly luncheon to share their progress and discuss emerging issues.	
Level of Funding	Two semesters of $500 stipends. In a few cases, a semester of release time may be granted.	One semester of release time (or a $2,000 summer stipend) followed by two semesters of $500 stipends.
	Note that funding for successive phases is contingent upon successful completion of the previous phase and subject to review by members of the Teaching, Learning and Technology Roundtable.	
Number of Faculty	We hope to fund four faculty in the summer of 2002 and nine in the fall. We anticipate funding approximately 35 faculty over the three-year course of this grant.	We hope to fund four faculty in the summer of 2002 and four in the fall. We anticipate funding approximately 12 faculty over the three-year course of this grant.
Administered by	Gayna Credle, Instructional Design Specialist	Bart Everson, Multimedia Specialist
Proposal Deadline	January 31st 2002	

Technology Infusion Projects: Proposal Guidelines

This grant is intended to support both entry-level and more complex projects. Even if you have never used technology in your teaching before, you are welcome to apply. The Center will work with you to help you learn the necessary skills to use the technology you need for your proposal.

Indicate whether you wish to begin your project in the summer or fall of 2002 and whether you are requesting a stipend or release time. Include a signed statement of approval from your department chair if you are seeking release time.

Each proposal should include the following components:

Abstract
- This should not exceed one page. The abstract (or a portion of it) will be used to announce awardees and to describe their projects.
- Give an overview of the project, indicating, in brief, what you intend to do, and why,

Design and Development
- Describe, in detail, the project. Include a timeline or schedule of specific activities for both development and student use of the project.
- What are your goals, as they relate to teaching and learning? What learning outcomes are anticipated?

Project Evaluation
- Include an assessment scheme to indicate the anticipated impact of the project on student learning. What data will you collect? What classroom research strategies will be used? How will student learning outcomes be assessed? If you have any previous assessment data which could be used as a baseline, please include details.

Support Requested
- Indicate the type of support *(i.e.,* stipend, release time) that you wish to have in order to accomplish the goals of the project.
- Does your project require the purchase of software or hardware? Limited funds are available. Please include a budget detailing the necessary expenses for the success of your project.
- If release time is requested, you must include a written statement of support from your department chairperson.

Note: Groups of faculty who wish to work together should contact the Center for special consideration.

Please submit seven copies of the project proposal to the Center (P.O. Box 73A) by January 31st 2002. Please send a copy of the proposal to your department chairperson.

Members of the Teaching, Learning, and Technology Roundtable will review applications on a competitive basis. The review is not a blind review. Applicants will be notified of the results in early March.

Funded faculty will submit progress and final reports that will be posted on the Center's website.

If you have any questions, contact Gayna Credle at ext. 7512 or gcredle@xula.edu.

Rich Media Projects: Proposal Guidelines

Planning is the key to success with any ambitious project. The first step for an intensive multimedia project is the formulation of a *design document* -- a comprehensive plan that explains what the project is and how it will be realized. Often, writing a design document is the most challenging and critical phase of the entire project. Examples of design documents funded through the Center are available on the Center's website.

Therefore, this initiative consists of three distinct phases:

- **Phase I:** Writing a Design Document (planning)
- **Phase II:** Implementation (producing the media planned in Phase I.)
- **Phase III:** Evaluation (testing the product of Phase II and revising accordingly.)

Successful applicants will receive strong support from the Center (in the form of release time and consultation) for the important planning phase of their project. As a part of the planning process, participants will identify additional funding sources if necessary, as the Center can make no guarantee of monetary support for project implementation and evaluation beyond a modest stipend.

Completed design documents will be posted on the Center's website and may be submitted as a Phase II proposal.

Faculty members should submit a one-page letter of interest to the Center by January 31st 2002. Please send a copy to your department chair as well. The letter should describe the rich media product you wish to create. An excerpt from the letter may be used to announce awardees and to describe their projects. Indicate whether you wish to begin your project in the summer or fall of 2002. Note that support is only available in the form of stipends for the summer and release time for the fall. Include a signed statement of approval from your department chair if you are seeking release time.

Note: Groups of faculty who wish to work together should contact the Center for special consideration.

Members of the Teaching, Learning, and Technology Roundtable will review applications on a competitive basis. The review is not a blind review. Applicants will be notified of the results in early March.

If you have any questions, contact Bart Everson at ext. 7512 or bpeverso@xula.edu.