

**Call for Proposals:  
2015-16 Instructional Technology Mini-Grant**



*From The Centers for Learning Excellence (CLE) and  
The Office of Leadership, Enrichment, and Development (LEAD)*

The Instructional Technology Mini-Grant offers faculty the opportunity to develop teaching and learning projects using instructional technology to motivate and increase student learning. The grant may fund the purchase of hardware or software, projects using Web-based or college-licensed tools, and/or reassigned time for full-time faculty. Reassign time can also be used to work with an Instructional Designer and Technologist to redesign the course(s) and integrate the new instructional technology into that design.

***What is an Instructional Technology Mini-Grant?***

- Competitive grants up to \$5000 for teaching and learning projects using instructional technology
- Funds can be used to purchase instructional technology and/or reassigned time (full-time faculty only)
- Primary purpose is to use planning documentation to integrate a new instructional technology that supports student learning

The Instructional Technology Mini-Grant program is in place to enable faculty to explore instructional technology and its potential to increase student success. Additionally, faculty who are awarded the grants share with their peers the successes and challenges of implementing new instructional technologies in their course(s). All proposals will be reviewed on individual merit and should specifically focus on improving student learning outcomes.

***Who is Eligible for a Mini-Grant?***

All full-time faculty and program managers are eligible for equipment or software funding; however, only full-time faculty are eligible to receive reassigned time support. Reassigned time

will be awarded based on the project's scope using the accepted hourly/ESU conversion chart from the 200 ESU Pool and may not exceed 3 ESUs per faculty member per academic year. Please note: ESUs will not be awarded to make your course(s) accessible.

### ***What are Some Examples of Instructional Technology Mini-Grant Ideas?***

The following are suggestions to inspire your creativity and not an exhaustive list of acceptable grant topics or technologies. Think about your discipline, the courses you teach, and the projects you already use; then brainstorm how implementing an instructional technology can enhance your teaching and advance student learning. Consult and collaborate with colleagues and with the Instructional Technologist in your campus Centers for Learning Excellence (CLE) as you are developing your ideas and partner with the CLEs to implement them.

Apply for funds to purchase instructional technology. Here are some ideas:

- Mobile devices--iPods or tablets--Apple, Android, Windows
- Pen tablets for graphic design or hand drawn screen capture videos--Wacom, etc.
- Web Software premium accounts--VoiceThread, Prezi, WordPress
- Webcam/headset, free-standing microphone(s)
- Screen recording/audio narration--Camtasia Studio/Camtasia Mac, Articulate Storyline, Captivate, Screencast Pro account, equipment
- SMART Board technology--SMART Board or SMART Podium
- Captioning and transcription services--3 Play Media, MovieCaptioner
- Transcript generation—Dragon Dictation
- Go Pro camera
- Innovative laboratory equipment
- 3D scanners and printers
- Apple TV
- Specialized Software/Education Apps
- Cutting edge discipline software
- Classroom student response system

Apply for release time to use instructional technology to increase its presence in your courses. Some free or existing technologies are listed below:

- Podcasting, Vodcasting--Audacity, YouTube, SoundCloud
- Blogs/Wikis and other Web 2.0 collaboration tools--Google Sites, WordPress, Blogger, WikiSpaces
- Screen recording/audio narration--Camtasia Relay, Audacity
- Interactive lesson creation with products like SoftChalk, Google, Adobe Presenter, and other various authoring tools
- Hand drawn screen capture videos
- Social Networking or Curation Tools for instructional purposes
- eBook creation for course content/lessons--Sigil, iBooks Author

### ***Proposal Form and Submission***

Complete all parts of the Instructional Mini-Grant proposal application. Electronic submissions must be received by the Office of Leadership, Enrichment, and Development by **April 26, 2015**. See submission information on the application.

### ***Review Process***

All proposals are reviewed by members of the Mini-Grant Advisory Committee. The maximum award amounts will not exceed \$5000 per proposal and will be prioritized based upon:

- Projected learning outcomes of the project
- Alignment with the goals of the College
- Feasibility of the project within the expected time frame and in line with the faculty member's projected design and implementation
- Availability of resource support (such as CLE, Learning Commons, or ITS resources).

### ***Final Approval***

Final approval will be provided by Dr. Craig Foltin, EVP. Awards will be announced by **May 11, 2015**. Funds for this award must be either spent or encumbered by **July 11, 2015**.

### ***Award Recipient Expectations and Responsibilities***

- During the development and implementation of the project, awardees will be expected to meet with a member(s) of the Centers for Learning Excellence (CLE) team periodically for pedagogical and technical support.
- At the end of the project implementation, awardees will be required to submit a review of the learning outcomes of the implemented grant project.
- Because it is important for us to share lessons learned with the college community, awardees will be expected to participate in a panel discussion during the Annual Faculty Colloquium in January 2016.
- Willingness to serve on the Mini-Grant Advisory Committee to review next year's applications

### ***Important Notes***

Grant funding is limited and does not suggest continued financial or resource support beyond the grant award and project implementation period. Grant monies cannot be used for general purpose software, such as word processing, spreadsheet, database management, or any other software programs currently available in the College (exception: additional licenses of a limited software may be appropriate). In addition, grant monies cannot be used for general lab equipment, or to support personnel wages or salaries other than reassigned faculty time.