

California State University, Northridge

Office of Faculty Development
University Hall 215 (Mail Code: 8203)
Phone: (818) 677-5934

Request for Proposals (RFP)

**The University Corporation
Learning-Centered Instructional Project Grant 2019-2020
(TUC-LC Grant)**

Proposal Due Date: **Friday, March 1st, 2019, 4:00 p.m.**
Information and Application

Information**1. What is learning-centered instruction?**

Learning-centered instruction “emphasizes a variety of different method types that shift the role of instructors from givers of information to facilitators of student learning or creators of an environment for learning. In learning-centered teaching, the instructor focuses on what students are learning, how they are learning, and how they can use the learning.”¹

2. Why should I apply for a TUC-LC Grant?

Faculty Development offers TUC-LC Grants to provide CSUN faculty with support as they develop and implement innovative ideas that promote learning-centered instruction. The number of projects awarded depends upon the funds available through the Judge Julian Beck Endowment, which was established by the University Corporation in 1976.

Those who receive TUC-LC Grants will receive:

- a \$3,000 stipend
- information on evidence-based learning-centered teaching practices
- faculty peer support to implement an innovation through participation in:
 - a one-day TUC-LC Summer Retreat (August 16th, 2019 from 10:00-4:00)
 - a TUC-LC Faculty Learning Community that meets during Fall 2019 & Spring 2020 semesters
- guidance on presenting project findings

3. Who can receive a TUC-LC Grant?

Those interested in learning how adopting learning-centered evidence-based teaching approaches can result with greater student learning and success at CSUN. Recipients will implement a specific teaching innovation during the academic year, be observed during implementation, and collect assessment data. Applicants MUST be teaching at least one course during both the fall and spring semesters of the award year.

Applicants are NOT required to know or commit to a specific teaching idea, solution, or intervention in their application because ideas will evolve once Faculty Development provides the full scope about this learning-centered teaching philosophy. However, applicants should indicate what kind of issue, concern, or problem they are motivated to

¹ Blumberg, Phyllis. 2009. *Developing Learner-Centered Teaching: A Practical Guide for Faculty*. John Wiley & Sons, Inc: Page 3 from Weimer, Maryellen. 2002. *Learner-Centered Teaching: Five Key Changes to Practice*. Jossey-Bass: Page XVI.

solve. Some of the common ways faculty modify their teaching include, but are not limited to:

- course redesign to improve student learning
- adopting more active-learning and experiential learning practices
- cultivating a more inclusive learning environment through the use of culturally sensitive and relevant teaching practices
- creating better assignments & assessments that promote student learning
- motivating students so they are more engaged and learning more deeply
- teaching students to learn-how-to-learn so they will be more self-regulated learners
- helping students develop the professional development skills needed for graduate school and/or their careers
- finding ways to increase the number of students passing a particular course while maintaining high expectations for learning
- other ideas

4. What types of projects do NOT qualify for TUC-LC Grant funding?

- Faculty working on projects that involve **service learning** are encouraged to consider applying for a Service Learning Grant through the CSUN Office of Community Engagement. Service-Learning projects will not be funded.
- Faculty working on projects that involve the use of **enhanced technology** in instruction are encouraged to access programs through the CSUN Faculty Technology Center. Technology-focused projects will not be funded (e.g., eText development; MyCSUNtablets; online or hybrid course redesign).
- Projects requesting re-assigned time to plan a one-time event, conduct dissertation research, or receive technical skills training or travel will not be funded.

5. Who is eligible to apply?

All faculty and staff are eligible to submit project proposals, either individually or as a group. Projects proposed by teams of faculty and/or staff are encouraged. As mentioned above, applicants must be teaching at least one course during both the fall and spring semesters of the award year (i.e. faculty who will are completely reassigned from their teaching load will not be eligible). Individuals may receive TUC-LC Grant funding more than once, but priority will be given to those who have not yet received TUC-LC Grant funding.

Participants who can commit to participating in the required TUC-LC Grant programming (i.e., Retreat & Faculty Learning Community).

6. What is the review process?

The TUC-LC Grant Selection Committee, consisting of CSUN faculty from each of the nine colleges, the Oviatt Library, and a representative from Faculty Development recommends projects for funding to the University Corporation's Executive Committee according to the established guidelines and available funds.

7. What are the evaluation criteria?

- a. Proposed problem/issue is connected to learning-centered teaching (i.e. LC teaching methods would contribute to the elimination or improvement of this issue).
- b. Possible methods and/or tools for evaluation/assessment are discussed.
- c. Problem/issue has broad & sustainable applicability. For example...
 - i. Solving this problem/issue will be widely applicable across disciplines.
 - ii. Solving this problem/issue will have a larger impact in the department, college, or university.
 - iii. Benefits will continue beyond the TUC-LC Grant funding period.
- d. Proposal meets the formatting requirements.

8. How are TUC-LC Grant winners funded?

All awards will grant faculty with a stipend (max \$3,000) at the end of the 2019-2020 academic year once all requirements are met.

9. What is required if my project is funded?

TUC-LC Grant recipients will get to...

- a. Attend a one-day TUC-LC Grant Institute during the summer
 - i. Friday **August 16** 10:00am to 4:00pm with lunch (required)
- b. Participate in a Learning-Centered Teaching Faculty Learning Community (FLC) that meets:
 - i. Fall 2019-Spring 2020 -- **Mondays 2:00-4:00pm** (required) on:
 - Fall Dates: Sept 9, Sept 30, Oct 14, Oct 28, Nov 18, Dec 9
 - *Unfortunately, if your schedule conflicts with this FLC schedule you will need to forfeit your grant award and apply the following year.*
 - *Stipend is contingent on attendance and completing all final requirements and may be eliminated or prorated for partial work or lack of participation.*
- c. Present findings at a campus-wide CSUN teaching showcase such as:
 - i. Spring 2020 Academic Innovations Showcase, hosted by the Office of Student Success Innovations
 - ii. Learning-Centered Teaching Showcase
 - iii. Other venue
- d. Submit a final reflection/report
 - i. Due Monday, **June 18, 2020 by 4 pm**
 - ii. Projects must be implemented with assessment results during the 2019-20 academic year.
 - iii. Your presentation may already include all of the components needed for the final reflection/report. If that is the case, your presentation materials can serve as your final report as long as it can be posted on the Faculty Development website. Reflection/reports should include...
 - Project title
 - Project objective(s)
 - Project description
 - Evidence of project implementation

- Description of procedures used for measuring project objectives (include your evaluation tools)
 - Project results & what you learned about student learning from this project
 - What you plan to implement in the future as a result of this project
- iv. We will disseminate your reflection on the Faculty Development's website
- Results will be shared with the university community via the Faculty Development website. Materials should be submitted with the final report; these will be posted to a featured section of the website by the Faculty Development Directors. Note that this will not be merely a posting of the final report to the website, but rather the sharing of specific results, such as materials generated, student projects, teaching tips, or other information that would be useful to interested faculty/staff. This may take any format, but should be designed for online consumption. Some examples:
 1. a short video sharing teaching tips or implementation of the project
 2. a copy of the poster presented at the Spring showcase featuring the results of the project
 3. a photo slideshow of student projects
 4. a short description of the work with a link to the course webpage with materials for the course
 5. sharing of materials generated (e.g., grading rubric, pre-/post-test) with tips for using the materials

10. What is the timeline?

March 1, 2019	<u>One original</u> hard copy of application materials due to Faculty Development by 4 p.m. (University Hall 215/Mail Code: 8203)
Early-April 2019	Awards announced
August 16th	TUC-LC Grant Retreat, 10:00am to 4:00pm
Fall 2019	Six Monday gatherings from 2:00-4:00pm (see dates above)
Spring 2020	Six Monday gatherings from 2:00-4:00pm (Dates TBD)
June 18, 2020	Final reflection/report and materials for website due to Faculty Development (facdev@csun.edu)

Easy Application Requirements Checklist

A complete application meeting all the requirements listed below is required for consideration by the TUC-LC Grant Selection Committee. Late applications may not be considered for funding.

1. Cover Page & Budget Request

Please complete and submit the cover page below (with a short abstract).

2. Proposal Narrative Guidelines & Requirements

Make sure your narrative:

- is double-spaced
 - is written in 12-point Times New Roman font
 - is no more than three pages in length; less is more!
 - responds to each section of the Narrative Requirements (below) by number, letter and subtitle
- NOTE: the Selection Committee will not read beyond page length in reviewing your proposal narrative.

All proposals must respond to each of the following sections:

- a. Describe the student learning problem or issue your project will address using a learning-centered approach and the course(s) you've selected to focus on. For a list of examples, refer to the call for proposals. Why is this an especially important issue to solve (e.g., unique course characteristics; high student failure rates) for the particular course(s) you selected for this project?
- b. What data or simple cues have you been using to determine there is a problem?
- c. Have you already tried to solve this issue? If so, describe the various strategies you have already tried to solve this problem. (not required)
- d. If you solved this problem, what might be happening instead, beyond higher student grades? For instance, what data could you imagine collecting or monitoring to determine if your teaching idea had a positive impact (e.g., attending class; ?
- e. Do you have any initial ideas you might want to try to solve this issue? (not required)
- f. Explain how the benefits of this award will be sustained and impactful at CSUN.

3. Additional Supporting Materials

Your curriculum vitae, not to exceed two pages. Include terminal degree, current rank and position within the University, a summary of your professional experience and **relevant teaching information**. Only include scholarship (e.g., presentations, publications) IF it is connected to your proposed project idea.

We no longer require signatures of your Department Chair & Dean; however, if awarded the good news will be shared to both.

4. Application Deadline

One original hard copy of the complete application must be received by Faculty Development (University Hall 215/Mail Code: 8203) no later than **4:00pm on Friday March 1, 2019**. Late applications may not be considered for funding. Applications which are incomplete, lack the required signatures or copies, or exceed the page limitations stated above may not be accepted.

Cover Page

The University Corporation Learning-Centered Instructional Projects 2019-2020
Proposal Due Date: Friday March 1st, 2019, 4:00 p.m.

Project Director Name:

Rank (Assistant, Associate, Full, Lecturer):

Department & Mail Code:

Email:

Phone:

Course(s) you plan to focus on:

Project Title:

I have been awarded a TUC-LC Grant (formerly known as the Beck Grant) previously.

No. Yes. Please indicate the year of your previous award. _____

Are you receiving (or anticipate receiving) additional funding/support/resources connected to this project idea (e.g., eLearning Institute; College teaching FLC; other)?

No. Yes. Please elaborate & justify in proposal.

If funded, I, the Project Director, agree to the following requirements (please initial below):

- I will attend the one-day TUC Learning-Centered Grant Retreat on Friday August 16th (10am-4pm).
- I will participate in a Faculty Learning Community that meets during the year on Mondays 2:00-4:00pm
- I will present my project ideas at a CSUN teaching showcase
- I will submit a final written reflection/report by June 19, 2020.
- I understand that failure to complete any of the above requirements will result in forfeiture of grant funds.

Project Director Signature: _____

Signature of the Department Chair & Dean are no longer required but we encourage you to seek consultation. However, if your proposal is awarded the good news will be shared with both.

Proposal Abstract: (Please use only the space provided below.)

Budget Request

Judge Julian Beck Learning-Centered Instructional Projects 2019-2020
Proposal Due Date: Friday March 1st, 2019, 4:00 p.m.

1. Faculty Stipend Requested \$_____

The maximum allowed per faculty member is \$3000 (no re-assignment options).

2. Fringe Benefit Percentage: _____%

Please contact your College MAR via your Department Coordinator to determine your individual fringe benefit percentage rate for stipends. Typically, it is approximately %10. Each faculty member has a different % and this number will be used to determine your total award amount (i.e., stipend + fringe benefits).

3. Total Award Amount Request \$_____