

TITLE III STRENGTHENING INSTITUTIONS GRANT
U.S. Department of Education
State University of New York at Potsdam
2011-2012

DEPARTMENT CURRICULUM DEVELOPMENT PROGRAM

GOAL

The goal of the department curriculum development program is to permanently incorporate additional or new undergraduate research opportunities in at least 3-4 required or elective courses in the major and/or minor curricula. The curricular proposal may focus on a detailed plan to revise existing courses and/or design new courses that promote active research opportunities for undergraduate students.

ELIGIBILITY

Title III one-time department curriculum development awards are available to eligible tenure-track and tenured groups of faculty who work as a collaborative team. The competitive department curriculum development program places a priority on comprehensive applications that seek to integrate both basic and advanced research principles and practices in any number of the following:

1. New or revised introductory course
2. New or revised sophomore course
3. New or revised capstone course
4. New or revised seminar course
5. New or revised independent research course
6. New or revised course that relies primarily on experiential pedagogy to promote individual or small group student research projects

AWARDS

Faculty receive a salary of \$3000 (minus fringes) to support department curriculum initiatives. Compensation is generally paid in two equal installments after submission of mid-term and final reports. In addition, each academic department selected to participate in the curriculum development program is eligible to receive \$5000 maximum in instructional equipment, supplies, or software to support the revisions detailed in the application proposal.

APPLICATIONS

Departments apply as a collaborative team of 3-4 faculty who assume individual responsibilities for planning and implementing the proposed curricular changes. One faculty member will be identified as the Program Coordinator to communicate directly with the Title III Project Director. The team may also include the chairperson of the department and/or the chairperson of the department curriculum committee.

SUBMISSION

Completed applications will be accepted at any time prior to the deadlines:

- **2011: November 4 and December 2**
- **2012: March 27 and May 4**

Application forms are available from Julie Ellingsen, Title III Administrative Assistant, in 105 Morey Hall or at ellingmj@potsdam.edu. You may also call ext. 2942 for additional information.

Completed applications should be submitted on or before the due date to Gerald Ratliff, Title III Project Director, in 712 Raymond Hall. If you have questions during the application process, please do not hesitate to contact the Project Director at ratlifgl@potsdam.edu or call at ext. 2107. Late applications will not be considered.

APPLICATION INSTRUCTIONS:

1. **Department Name:** Identify the academic department(s) that house the courses that are part of the curriculum development proposal.
2. **Program name:** Identify the specific academic program(s) of study that are part of the department curriculum development proposal (i.e., B.S. Chemistry, B.A. History, B.F.A. Art, B.M. Music, B.S. Community Health, or B.A. Secondary School Education).
3. **Department Team:** Identify the Program Coordinator and faculty who will assume responsibility for planning and implementing the proposed curricular changes.
4. **Department Objectives:** Identify 3 primary curriculum development objectives the department seeks to achieve in the proposal.
5. **Signatures:** Please complete all the acknowledgement signatures required.
6. **Curriculum Proposal (25 points):** Narrative of the curriculum proposal that indicates specific goals and objectives of the project and includes responses to the key elements indicated on the application form. (Do not exceed 750 words).
7. **Pedagogy (25 points):** Narrative of instructional methodology to integrate undergraduate research into the proposed curriculum and includes responses to the key elements indicated on the application form. (Do not exceed 750 words.)
8. **Assessment (25 points):** Assessment blueprint to qualitatively or quantitatively evaluate desired outcomes of the curriculum proposal, including responses to the key elements indicated on the application form. (Do not exceed 750 words.) Please contact Bruce Brydges at brydgeb@potdam.edu, Director of Academic Assessment, for assistance in designing an assessment model related to your proposal.
9. **Budget (15 points):** Itemize expenditures related to instructional equipment and supplies or software required to implement the department's curriculum development initiatives described in the proposal. The total amount requested may not exceed \$5000. Of this amount, \$1000 may be requested for field work (data collection) and targeted team travel described in section IV. (These travel limits include room and board.) All requests for computer software, upgrades, or accessories related to the project proposal must be approved by your department computer contact person and distributed computing. In addition, include responses to the key elements indicated on the application form as well.
10. **Supporting Materials (10 points):** Append brief supporting materials related to the project proposal that include a draft description and title for each new or revised course proposal as it might appear in the college catalogue. In addition, please append a one-page list of representative research assignments, course activities, or related research project topics that reflect the stated goals and objectives of the department's curriculum development proposal.

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State University of New York at Potsdam

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DEPARTMENT CURRICULUM DEVELOPMENT PROGRAM APPLICATION

Department Information

Department Name:			
Program Name:			
Program Coordinator:			
Department Team	Campus Address	Phone/Ext.	E-mail Address
1.			@potsdam.edu
2.			@potsdam.edu
3.			@potsdam.edu
4.			@potsdam.edu

Department Objectives

Identify 3 primary curriculum development objectives the department seeks to achieve in the proposal
<input type="checkbox"/> Integrates undergraduate research in new or revised introductory course(s)
<input type="checkbox"/> Integrates undergraduate research in new or revised sophomore course(s)
<input type="checkbox"/> Integrates undergraduate research in new or revised seminar course(s)
<input type="checkbox"/> Integrates undergraduate research in new or revised capstone course(s)
<input type="checkbox"/> Integrates undergraduate research in new or revised research course(s)
<input type="checkbox"/> Integrates undergraduate research in new or revised course(s) that relies primarily on experiential pedagogy to promote individual or small group student research projects.

Signatures to acknowledge application

Program Coordinator:	Date:
Participant:	Date:
Participant:	Date:
Participant:	Date:
Participant:	Date:
Department Chair:	Date:
Dean:	Date:
Title III Administrative Assistant:	Date:

I. Curriculum Proposal (25 points)

Define the specific goals and objectives of the project and include responses to the following key elements: 1) relationship of proposal to future department goals and objectives for undergraduate research 2) targeted student population 3) current status of identified courses in department curriculum committee 4) proposed semester of course offerings and frequency if funded 5) projected number of students impacted in each course 6) required or elective course and 7) role of each faculty participant in project proposal. (Do not exceed 900 words.)

II. Pedagogy (25 points)

Identify the learning objectives of each course in the proposal related to undergraduate research and include responses to the following key elements: 1) basic research methodology principles at work in each proposed course 2) evaluative instrument(s) or tools to be applied to each course 3) degree of independent student research in each course 4) degree of collaborative student/faculty research in each course 5) anticipated venues off-campus for students to disseminate research results 6) proposed culminating research project, if any, in each class 7) time frame to permanently implement each course into the department's curriculum. (Do not exceed 900 words.)

III. Assessment (25 points)

Describe the preliminary assessment plan that will be used to evaluate each course and include responses to the following key elements: 1) qualitative and/or quantitative measurements or tools to be utilized 2) potential rubric to be considered 3) specific data to be collected 4) baseline data, if any, available for comparative analysis 5) comparable assessment models, if any, relevant to project proposal 6) student learning outcomes 7) periodic plan for on-going assessment and 8) final plan to disseminate assessment results. (Do not exceed 900 words.)

IV. Budget (15 points)

Itemize expenditures not to exceed \$5000 related to instructional equipment, supplies, or software required to implement the department's curriculum development initiatives described in Section 1. Targeted team travel related to data collection or workshops in assessment may be considered part of the proposal with detailed justification but may not exceed \$1000 of the total budget request.

Equipment and Supplies

<i>Item/Description</i>	<i>Quantity</i>	<i>Cost</i>
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
<i>Total Equipment and Supplies</i>		\$
<i>*Non-Equipment Requests</i>		\$
<i>Total Expenditures</i>		\$

****Non-Equipment Requests***

Please describe in detail NON-EQUIPMENT REQUESTS.

****Cost should be estimated or quoted from a vendor. Please append a copy of vendor information and estimate or quote as part of the projected budget. Indicate a brief justification for each budget item requested as it specifically relates to the project proposal. Proposals recommended for funding must purchase instructional equipment and supplies before the projected mid-term report is due or unexpended funds will be forfeited. Any changes in the approved budget proposal following an award will need prior review and approval of the Title III Project Director.***

V. Supporting Materials (10 points)

Append the following supporting materials related to the project proposal: 1) draft description and title for each new or revised course proposal as it might appear in the college catalogue and 2) a one-page list of representative research assignments, course activities, or related research projects that reflect the stated goals and objectives of the department's curriculum development proposal.

Additional Sources of Funding

Please indicate any additional funding sources and the dollar amounts that have been contributed to support this travel request. (Check all appropriate boxes.)

Sources of Additional Funding	Status of Request	Date of Request	Amount Requested
<input type="checkbox"/> SUNY Potsdam Foundation	<input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Not Approved		\$
<input type="checkbox"/> Dean	<input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Not Approved		\$
<input type="checkbox"/> Provost	<input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Not Approved		\$
<input type="checkbox"/> Academic Department	<input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Not Approved		\$
<input type="checkbox"/> State Grant Award	<input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Not Approved		\$
<input type="checkbox"/> Federal Grant Award	<input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Not Approved		\$
<input type="checkbox"/> Other (Please specify)	<input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Not Approved		\$
Total Contributions			\$

A complete Department Curriculum Development Application will include:

- Department Curriculum Development Application Form
- Supporting Materials as indicated
- Vendor estimates or quotes as indicated
- Additional Funding Source(s) Confirmations if applicable

FOR OFFICE USE ONLY:
Date Application Received by Title III Grant Office: _____
Received by: _____
Total Expenditures: \$ _____
Total Additional Funding: \$ _____
Total Amount Approved by Title III Grant: \$ _____
<input type="checkbox"/> NOT Approved for Funding <input type="checkbox"/> APPROVED for Funding
Gerald L. Ratliff , Title III Project Director _____