

Kendall Center Departmental and Program Teaching and Learning Mini-Grants

Faculty development grants supporting departmental and interdisciplinary program initiatives enable a group of faculty to work together to enhance course offerings, hone teaching methods, cultivate student learning, and, as appropriate, facilitate department/program members' research and creativity pursuits towards improving student learning.

The departmental and interdisciplinary program (DIP) grant, reflecting the emerging recognition that disciplines have some unique developmental needs, envisions a department/program reflecting upon its requirements and identifying ways to address those needs.

Mini-grants to departments and interdisciplinary programs will assist in enhancing teaching. A limited number of mini-grants will be awarded according to the procedures and criteria described below.

I. Application

Applications by eligible departments/programs can be submitted anytime.

A. Proposal. Each application must address the following questions:

1. What are the basic pedagogical ideas, problems, or questions you will examine during the grant period?
2. Please describe what course/s you will focus on during the mini-grant period and how you anticipate incorporating the mini-grant project into that course or those courses.
3. What work will be accomplished during the grant period? Supply a brief plan of work.
4. How will you measure the outcomes and impact on teaching and learning of your work during this grant period? Please be specific about methodology, assessment techniques, and evaluation of student learning.
5. Anticipated project completion date?

B. Budget

1. Mini-grants will be awarded for up to \$1,500 as long as funds are available. Only one proposal per project will be accepted. In general, departments and programs will not receive funding more than once for work on the same course(s).
2. Funds may be used for registration and travel costs, materials and supplies, to reimburse expenses of visiting speakers and colleagues, to compensate students for labor performed in service of the project, to pay printing costs, and to offset room and food expenses.
3. Mini-grant funds cannot be used to pay stipends to Gustavus Adolphus College faculty or students. Food costs, if applicable, will be reimbursed provided itemized and reasonable receipts are submitted. All reimbursements for mileage are capped at \$350.
4. Complete and submit the Mini-grant Budget Form.

II. Submission

- A. Applications are accepted on a rolling basis and reviewed by a committee consisting of the Kendall Center Director, a member of the Faculty Development Committee and a Kendall Center Faculty Associate. Please allow two weeks for a response.

III. Final Report

- A. All recipients must submit a final report addressing the outcomes of the activities undertaken within six weeks of the completion of the proposed project or the end of the semester (whichever is first) to both the Kendall Center Director and Cathy Blaukat, Kendall Center Administrative Assistant.
- B. Departments/programs who have not submitted final reports will not be considered for additional Kendall Center funds.