

# Summer Curriculum Enhancement Fellowship

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Guidelines and Application  
for Summer 2013

School of Informatics and Computing  
IUPUI

**Curriculum Enhancement Fellowship  
IU School of Informatics and Computing at IUPUI  
Guidelines and Application**

## Guidelines

### ***I. Purpose***

The purpose of the Curriculum Enhancement Fellowship (CEF) is to provide faculty (of the rank of lecturer and clinical rank) with support, time, and resources to enhance or develop new skill-sets, implement innovative projects, and enhance the curriculum, including one or more courses. The outcome being to improve student learning and success and to maximize the value of faculty teaching, course content, and the overall educational mission of the School of Informatics and Computer, IUPUI. Outcomes of Curriculum Enhancement projects might include:

- Enhancing the effectiveness of courses through the use of technology or through adapting pedagogies of engagement (e.g., just-in-time teaching, problem-based learning, peer-led team learning, peer tutoring).
- Incorporating experiential learning.
- Enhancing or retooling skills on existing or new software or other computing systems
- Developing innovative curricular materials or laboratory experiences.
- Developing hybrid or fully online courses or sequences of hybrid or fully online courses.

### ***II. Eligibility***

- Open to full-time lecturers (including clinical rank and senior lecturers) who are on a 10-month appointment in the IU School of Informatics and Computing at IUPUI.

### ***III. Funding Levels and Other Details***

- Individual faculty members may apply for a maximum of 10% of their 10-month academic year salary.
- Up to 2 awards may be awarded each year, subject to budget availability.
- A faculty member may only submit one proposal per year and only two over a five-year period.
- No faculty member is eligible for the fellowship if a campus Curriculum Enhancement Grant (CEG) is still active.
- Priority consideration will be given to applicants who have secured (and completed) or applied to campus CEG for review.
- Two faculty members may apply as a team for a collective project

### ***IV. Deadline for Submission***

- The **deadline for submission is March 31<sup>st</sup>**. Late submissions will be returned **without** review.

**V. Application Process**

- Provide a letter of support from the program director that
  - Describes how the proposed project fits within the overarching curricular plan of the program or department
  - Addresses the suitability of faculty member or team to implement the project
  - Describes how the change will be sustained
- Questions regarding the CEG application process should be directed to the EAD.

**VI. Awardees' Obligations**

- Complete and submit final project report within 30 days of completion.
- Make an oral presentation at the Fall faculty meeting.

**VII. Proposal**

The proposal should be written using the request form.

- **Item 1.** Why is this CEF important to your professional development and your program's curriculum enhancement?
- **Item 2.** Please include how the CEF will increase the value of your teaching, for example how it will enhance your knowledge and practice in your areas of teaching, as well as enhance your students' learning experience?
- **Item 3.** Please summarize the desired outcome(s), including
  - Description of course(s), including enrollment figures
  - Project goals
  - Proposed intervention
  - Predicted learning outcomes
  - Number of students impacted
  - Expected impact on enrollment (if applicable)
  - IUPUI Principles of Undergraduate Learning (PULs) to be addressed (if applicable)
- **Item 4.** Describe the plan for accomplishing your goal(s)/ achieving the outcome(s), including the methods and the number of hours spent per week
  - Address how the overall project effectiveness will be measured
  - Strategy for monitoring the effectiveness of the project as it evolves (formative evaluation/assessment)
  - Evidence that will be used to measure impact on student learning and/or success, e.g., measures of student performance, enrollment change, course Delete/Fail/Withdraw (DFW) rates, program graduation rates
  - Use a timeline to depict the planned schedule for your project. The timeline should include start and finish dates for your project as well as the dates or timeframe during which various project tasks will occur
- **Item 5.** What new materials might you need from the school (e.g., books, supplies, software including estimated cost)

- **Item 6.** What enhancements to the existing courses and/or the development of any new courses will result from this activity? What value(s) will accrue to the School as a result? How will it help the School's Undergraduate Program Doubling Initiative?

### **VIII. Priority Criteria**

#### Educational Value

- Potential for significant impact on student learning and success overall
- Pedagogical Innovation or enhancements related to the production and or applied use of new materials, processes, and ideas
- Prospects for addressing a recognized new opportunity at the program, department or School level(s)
- Number of courses that the development outcomes will impact

#### Seniority

- Attention to years served in the School will be a factor relative to accumulated need for faculty development over time. Faculty who have taught continuously for more that three to four years may have (in many cases) greater need to retool and refresh their knowledge on a range of topics or applied systems.
- New faculty may also have similar needs, but with lesser degree, but may still be eligible depending on what development is needed and the degree of support required.

### **IX. Review Process**

- Proposals will be reviewed by a panel consisting of program directors, a faculty council representative and administrators.
- During the review or award process questions may arise regarding budget or other aspects of the proposals. The panel reserves the right to negotiate changes in budget requests or other project features.
- Applicants will be notified of award decisions no later than April 15, 2013.



IU SCHOOL OF INFORMATICS at IUPUI

REQUEST FOR CURRICULUM ENHANCEMENT FELLOWSHIP (CEF)

February 2013

Requestor \_\_\_\_\_ Time period for request: Summer I \_\_\_\_\_  
Summer II \_\_\_\_\_

**Instructions:** Please describe your request below. If approved, you are required to submit a final CDF Report within 30 days of completion.

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1. Why is this CEF important to your professional development and your program's curriculum enhancement?
2. Please include how the CEF will increase the value of your teaching, for example how it will enhance your knowledge and practice in your areas of teaching, as well as enhance your students' learning experience?
3. Please summarize the desired outcome(s).
4. Describe the plan for accomplishing your goal(s)/ achieving the outcome(s), including the methods and the number of hours spent per week?
5. What new materials might you need from the school (e.g., books, supplies, software including estimated cost)?
6. What enhancements to the existing courses and/or the development of any new courses will result from this activity? What value(s) will accrue to the School as a result? How will it help the School's Undergraduate Program Doubling Initiative?

\_\_\_\_\_  
Signature (Requesting Instructor)

\_\_\_\_\_  
Date

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Program Director Approval

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EAD Approval