Scholarship of Teaching and Learning (SoTL) Grant
2013/14

I. Introduction

"The review team recommends that faculty development and support should continue to enhance the understanding of and ability to engage in the scholarship of teaching, integration, discovery and application."

- **WASC Review Team Report, 2011**

In 2011, the Scholarship of Teaching and Learning (SoTL) Grant was created for faculty who engage in the improvement of teaching and learning. This fund is designated for those who are interested in performing classroom assessment or other assessment techniques designed to document improvements in teaching resulting in measurable increase in student learning outcomes. Ideally the data gathered will map to program learning outcomes and then to institution-wide student learning outcomes. *The research results must be publishable material suitable for professional journals and conference presentations and also will inform campus bodies such as the Institution-wide Assessment Committee (IWAC).* Appropriate areas for research include, but not limited to:

- Scholarship of Teaching and Learning (SoTL)
- Educational Technologies (classrooms, labs, training vessels, simulators)
- Accreditation (WASC, ABET, IACBE, STCW)
- Classroom Assessment Techniques (CATs)
- Educational Effectiveness
- Improving Graduation Rates
- Retention Techniques and Student Persistence
- Faculty or Student Mentoring
- Advancing one or more of the Institution-wide Student Learning Outcomes (IWSLOs)

In 2013-2014, $25,000 has been allocated to the SoTL Grant. Faculty may apply for a portion of these funds to use for stipends, course buy-out, travel, conference fees, student assistants, journal subscriptions, reference materials, equipment or supplies.

II. Eligibility

All Cal Maritime faculty are eligible to apply for funding from this program. Joint applications are welcome.

III. Applications

Applications must be well-articulated narratives including full budget plans and timelines. Applications should be innovative, showing in detail how the proposed research on the scholarship of teaching and

learning will directly benefit Cal Maritime faculty and students. Applicants must be committed to, or show promise in, meeting campus expectations for faculty in important areas such as involvement in accreditation activities, assessment of institution-wide student learning outcomes, or use this opportunity to enhance their ability to do so. Applications must include a description of the teaching and learning activity outcomes and assessment plan. Successful projects are expected to be presented to the campus as opportunities for professional development of others and should provide archival evidence of completed work.

Applications must include the following elements:

A. Description of Teaching and Learning Activity (including timeline for completion)

B. Teaching and Learning Activity Outcomes
   1. What are the expected teaching and learning activity outcomes?
   2. How are the expected teaching and learning activity outcomes related to Institution-Wide Student Learning Outcomes, Program Student Learning Outcomes, and/or Course Student Learning Outcomes?
   3. What should students learn and be able to do as result of the teaching and learning activity?
   4. What is the expected number of students per semester or per year that will be directly and positively impacted by the teaching and learning activity?

C. Assessment Plan - What method will be used to determine if the teaching and learning activity outcomes have been met?

D. Dissemination Plan
   1. Provide information on how you plan to disseminate the findings of your research to off-campus constituencies. If you plan to submit an article to a journal for publication, include the journal name and submission and publication deadlines. If you plan to submit your article for a conference presentation, include the conference title, location, conference dates, and submission deadlines.
   2. Provide information on how you intend to promulgate the results of your research to campus constituencies. For ideas, suggestions and assistance, contact Steve Browne, Graham Benton or Vivienne McClendon.

E. Budget
   1. Itemized cost of stipends, course buy-out, travel, conference fees, student assistants, journal subscriptions, reference materials, equipment or supplies.
   2. Total teaching and learning activity cost.
   3. Requested funding amount.
   4. Matching or other funding sources, if applicable.

F. Institutional Review Board (IRB) Approval - Research involving human subjects requires approval by the Institutional Review Board. The approval letter must be included with the grant proposal.

IV. Application and Selection Process

All SoTL grant proposal applications must be submitted to Steve Browne, the Director of Faculty Affairs, no later than Monday, October 14, 2013 at noon (PST).

The screening committee will consist of the Academic Dean, the Director of Faculty Affairs, and the Director of the CETL. Selected proposals will be forwarded to the Provost for final consideration and selection of grant awards. The Provost will notify all applicants of the final decisions concerning the grant awards.

V. Required Deliverables

A. A report that summarizes the work performed as a result of this grant, your findings and conclusions.
B. How you promulgated the results of your work to campus constituencies.
C. A copy of the article that was submitted for publication or conference presentation.
D. The above three items must be submitted to the Director of Faculty Affairs no later than August 30th, 2014.

Scholarship of Teaching and Learning Grant Application Form

Cover Page

Title of Teaching and Learning Activity: _____

Beginning and ending date of activity: _____

Total budget request: _____

_____ _____
Applicant Name Department

_____ _____
Applicant Name Department
(for addition names, please add here)

_____
Date

I. Introduction to Teaching and Learning Activity (including background information)

II. Description of Teaching and Learning Activity (including timeline for completion)

III. Teaching and Learning Activity Outcomes

a. What are the expected teaching and learning activity outcomes?

b. How are the expected teaching and learning activity outcomes related to Institution-Wide Student Learning Outcomes, Program Student Learning Outcomes, and/or Course Student Learning Outcomes?

c. What should students learn and be able to do as result of the teaching and learning activity?

d. What is the expected number of students per semester or per year that will be directly and positively impacted by the teaching and learning activity?

IV. Assessment Plan

What method will be used to determine if the teaching and learning activity outcomes have been met?

V. Dissemination Plan

Provide information on how you plan to disseminate the findings of your research. If you plan to submit an article to a journal for publication, include the journal name and submission and publication deadlines. If you plan to submit your article for a conference presentation, include the conference title, location, conference dates, and submission deadlines.

VI. Budget

a. Itemized cost of direct time, course buy-out, material, equipment, student assistant(s), services, fees, and travel

b. Total teaching and learning activity cost

c. Requested funding amount

d. Matching or other funding sources, if applicable

Vll. Human Subjects

Research involving human subjects requires approval by the Institutional Review Board and the approval letter must be included with the proposal.

VIII. Promulgation of Research Results to Campus Constituencies

Provide information on how you intend to promulgate the results of your research to campus constituencies.

IX. Required Deliverables

a. A report that summarizes the work performed as a result of this grant, your findings and conclusions.

b. How you promulgated the results of your work to campus constituencies.

c. A copy of the article that was submitted for publication or conference presentation.

d. The above three items must be submitted to the Director of Faculty Affairs no later than August 30th, 2014.

_____ _____
Faculty signature Date

_____ _____
Faculty signature Date

_____ _____
Department Chair signature (required for course buy-outs) Date