C-TEL Sponsored Event Application

Purpose

The Center for Teaching Excellence and Learning (C-TEL) will sponsor events, activities, and speakers that promote open dialogue among faculty and staff around the issues of teaching and learning. The purpose of this program is to support the on-going development of a university-wide community focused on the craft of teaching.

Sponsorship is targeted toward events, activities, and speakers that:

- Promote continued awareness of best practices in teaching and learning as reflected in literature.
- Promote and support the effective use of new technologies in the learning process to enhance student learning.
- Facilitate the use of teaching strategies that engage students in active learning.
- Promote and support the diffusion of diversity into courses, curricula, and co-curricular learning.
- Enhance research-based teaching through assessment of student learning.
- Promote the use of dynamic high impact practices to enhance student learning.
- Promote and support the scholarship of teaching and learning.

Eligibility and Evaluation

- Individual faculty and staff, departments, units, and campus interest groups are eligible to apply for support of $500 - $1000 for their event, activity, or speaker.
- Proposals from individuals or areas that have not received funding in the last two years will be given priority.
- Members of the committee reviewing applications will base their decision on how well the proposed activity, event, or speaker is consistent with the mission of C-TEL and the targeted objectives above.
- The committee will evaluate proposals on a rolling basis throughout the year.
- Proposals should be submitted to the Office of the Vice President of Academic Affairs.

This application is specifically for Academic Year 2014-2015. Previous versions of this application will not be accepted. Handwritten applications will not be accepted.
Application Procedure

Applicants must complete a C-TEL Sponsored Event Application and include:

- Description of proposed event, activity, or speaker
- Description of how the event, activity or speaker is anticipated to enhance teaching
- Specific plan to assess the impact of the proposed activity on faculty and staff in their roles as educators (assessment template available through C-TEL)
- Concrete plans for sharing acquired knowledge and skills with the university community (i.e. contribute a blog post to the C-TEL blog, conduct workshop etc.)
- **Detailed** budget that includes cost of the proposed event, activity or speaker including: travel, lodging, mileage, airfare, speaker stipend, supplies, and miscellaneous expenses.

Products

By accepting C-TEL Sponsored Program funds applicants agree to:

- Conduct assessment of the activity, event, or speaker
- Share knowledge and information acquired through the activity with the university community through a C-TEL blog post, workshop or other public presentation venue
- Provide C-TEL staff with a list of event participants (will be used by C-TEL to conduct follow-up assessment of events, activities, and speakers)
C-TEL Sponsored Event Application

NAME

POSITION/RANK

DEPARTMENT/ACADEMIC UNIT

AMOUNT REQUESTED: $__________

a) Have you received prior funds for THIS project from the Committee? □ YES  □ NO
   If yes, indicate the amount ___________________ and source ___________________

b) Have you applied for or received funds for THIS project from another source?* □ YES  □ NO
   If yes, indicate the amount $_____________

   NOTE: A detailed description of any efforts made to secure alternative funding must be included with the proposal.

   c. If yes, indicate the year(s) funds were received: ____________________________________________

APPROVALS

Applicant __________________________ Date __________________________

By signing this application, you agree to submit a BRIEF FOLLOW-UP REPORT to the Director of the Center for Teaching Excellence and Learning WITHIN 30 DAYS OF COMPLETION OF THE ACTIVITY indicating how the activity contributed to curriculum development at Washburn University.

DELIVER TO VPAA OFFICE.

VPAA OFFICE USE ONLY

Date Application Received in VPAA Office ____________ Previous Grant Report Submitted (if applicable) ____________

Application Complete □ YES  □ NO  Comments __________________________________________________________

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http://www.washburn.edu/admin/vpaa/forms/index.html
PART II
C-TEL GRANT PROPOSAL

Description of Proposed Event, Activity, Speaker (What you are proposing to do):

How will this Event, Activity, Speaker enhance teaching at Washburn University?:

Assessment Plan: (provide a description of how you will assess the impact of your proposed activity on faculty and staff in their role as educators?)

Sharing Knowledge Gained: (provide a concrete plan for how you will share the knowledge you gain with the university community) Suggested activities include contributing a blog post to the C-TEL Blog, or offering a workshop.
**Budget:**

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<th>Amount</th>
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<tr>
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