

REQUEST FOR PROPOSALS

California State University, Chico

*Engaged Department Teams
Spring 2005 Grants*

Submission Deadline: December 3, 2004



With funding from the “Realizing the Civic Mission of Higher Education” grant provided by the Office of the CSU Chancellor (through the Corporation for National and Community Service), we are pleased to announce the availability of funding to support three academic units* who wish to participate in the Engaged Department process during the Spring 2005 term. Each selected department will receive up to \$2,000 to participate in an in-depth process that encourages “community-university engagement” department-wide. The purpose of this initiative is to shift the focus of support from individual faculty members to the departments and programs where they are located. An engaged department is one that:

- Uses service-learning to facilitate the integration of community work and reflection into students’ academic study.
- Encourages the scholarship of engagement, especially where community-based research is pursued which addresses issues defined in collaboration with community partners.
- Provides support for collaborative activities prominent on the departmental agenda and that directly fulfill the University’s mission to and strategic plan.

Purpose of Grants

Grants may be used to support goals and activities that support civic engagement activities at the departmental level by addressing the areas of curricular sequence, engaged scholarship, and/or retention, tenure and promotion.

Use of Funds

Departments who have creative ideas for the use of funds should contact Deanna Berg or Terri Davis to explore possibilities and appropriateness. Note that funds cannot be used to pay for food, unless it is related to travel. In addition, funding cannot be used to support international travel related to service-learning. Suggestions for the use of funds include, but are not limited to:

- Hiring a student teaching or research assistant in appropriate departmental activities, with the expectation that the student will produce scholarly work (with faculty) and document the units’ process
- Supporting departmental members for professional development, travel to civic engagement conferences, purchase of subscriptions, acquisition of teaching materials related to service-learning, etc.
- Preparation of curricular materials for community-based courses
- Department retreats focused on civic engagement
- Training and technical assistance support, including disciplinary-focused speakers and workshops for members of the academic unit.

Expectations of Funded Departments

- Department Chairs are integral to the success of an Engaged Department and are expected to provide leadership and active participation throughout the process. While a faculty member may take leadership in coordinating outside activities and reporting responsibilities, the chair is expected to take an active leadership role as well.
- Each department will designate a 4–5 person leadership team consisting of the department chair and at least 3 faculty members who will participate in all scheduled meetings and outside planning activities. Other team members may be faculty, students, and/or community representatives.
- All team members will actively participate in five pre-scheduled meetings to build a planning and development cohort consisting of members of your team and other grant recipient teams in order to build and disseminate collective knowledge. The first meeting will be a full-day institute that will introduce teams to the Engaged Department explore issues of civic engagement, and begin the action planning process. The following four meetings will be held on the first Friday of each month from 12:30 – 2:30. Monthly topics include curricular sequence of service-learning courses, the scholarship of engagement, and Retention, tenure, and Promotion. The fifth and final meeting will be a celebration even held at the end of the semester where team members will present a poster session about their activities and progress throughout the semester.
- Teams must be willing to meet and/or conduct work outside of regularly scheduled cohort meetings to actively pursue their Engaged Department goals throughout the semester.
- Prior to the opening institute, each team will meet to prepare a departmental planning document. This will assist initiative leaders in preparing workshops held throughout the semester. The document will take approximately one to two hours to complete and does not require outside research.
- A mid-point and final report will be submitted to document progress and accomplishments. The reports will follow a standard format (provided at the opening institute) using power point slides.

Proposal Content

The proposal should consist of a brief narrative (not to exceed 5 pages), a one-page budget detailing how the \$2000 will be used, statements of commitment from all team members, and a letter of support from the department chair.

The narrative should:

- Describe the department's interest in, and experience with, community-based teaching and scholarship.
- Identify a set of broad goals to be addressed that will expand and/or improve departmental engagement and community-university partnerships. Particular attention should be paid to the areas of: 1) curricular sequence of service-learning course offerings; 2) the scholarship of engagement and; 3) retention, tenure and promotion guidelines.
- Specify which goal(s) will be addressed by the funding and the activities that you will undertake to accomplish them.
- Identify measurable/observable outcomes that will indicate that goals have been accomplished.
- Identify who will be involved and who will provide leadership for various activities. Statements of commitment from each team member *and* a letter of support from the departmental chair should be included as part of the Appendices.

Proposal content (cont'd)

The budget should:

- Outline the proposed allocation of funds
- Indicate how budget figures were determined
- Request no more than \$2,000

The letter of support from the department chair should include:

- A statement of support
- A narrative indicating the extent of departmental or other matching funds, if any, that will support this initiative
- Contact information for the chair or designated team leader

Preferences for Selection

All eligible applications will be considered. *Priority* will be given to proposals which:

- Describe activities that endeavor to improve and enhance civic engagement across and throughout the academic unit, particularly in the areas of curricular sequence of service-learning, the scholarship of engagement, and retention, tenure and promotion guidelines.
- Articulate clearly why this grant is important to accelerate efforts either to begin civic engagement activities or to further enhance existing efforts.
- Clearly demonstrate a departmental and team commitment to active participation in the Engaged Department process.
- Represent a diversity of disciplines, colleges/schools, levels of experience, and community foci.

Submission

Proposals are due Friday, December 3, 2004 at 4:00 pm.

Electronic submissions are preferred. Please email to dberg@csuchico.edu

Applicants may also submit application in person to the CAVE office in BMU 309.

Notification of awards will be made by December 10, 2004.

Only one application may be submitted per academic unit.

Questions/Ideas

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Terri Davis, Co-Coordinator of Service-Learning, 898-6852, tmdavis@csuchico.edu

* “Engaged departments” are defined as any academic units (ones that have a coherent academic group of tenure track faculty who teach, conduct research, and have service responsibilities) on the CSU, Chico campus.