

California State University, Fresno
Engaged Department Grant
REQUEST FOR PROPOSALS

Overview:

California State University, Fresno has received funding from the Chancellor's office and the Corporation for National and Community Service "Learn & Serve: Higher Education" program to facilitate the development of service-learning and civic engagement on our campus. This funding is a result of increased awareness of the dual role the university plays in academically preparing our students and addressing the needs of the communities the CSU system serves. Civic engagement at the academic Department level addresses both the academic and social roles of a public institution of higher education. Starting in spring 2005 semester a multi-session seminar will be held to facilitate the process of transforming an academic Department into an "Engaged Department". A single grant in the amount of \$3,800 is available to the department who commits to the Engaged Department process outlined below. An additional \$200 will be available to support the participation of 1 -2 community partners in the Engaged Department process.

Expectations: The funded department is expected to:

- Demonstrate a desire to become an "Engaged Campus" and work towards same. (See attached for details.)
- Guarantee significant and consistent representation from department faculty members, including members of the senior and junior faculty, in Engaged Department seminars and associated activities. A core group of faculty members must be identified to attend all seminar sessions, with full funding contingent upon core group attendance at all meetings. The Engaged Department seminar will total approximately 20 hours and will consist of day-long and half-day meetings throughout the spring 2005 semester, with 1 – 2 follow-up meetings in fall 2005. Dates and times of the seminars will be developed in consultation with the funded department.
- Complete a pre-and/or post seminar survey regarding their knowledge of and desire to *enhance or implement* Engaged Department activities.
- Write a letter of intent, signed by relevant department faculty members, which includes:
 - specific commitment of faculty members who will participate in all seminar sessions;
 - the department chair's approval of involvement and appropriate participation in the process;
 - willingness to complete seminar associated reading and activities.

Funding Criteria

Proposals meeting the essential elements will be reviewed by members of the Service-Learning Development Committee who will consider:

- demonstrated desire on the part of the department faculty to implement Engaged Department criteria;
- potential quality and magnitude of benefits to students;
- potential quality and magnitude of benefits to community;
- ability to sustain the commitment and become an Engaged Department.

If, based on review of proposals, a department is considered a "finalist", a meeting with the department chair and core faculty will be required, prior to final selection.

Submission Procedure

By ***Friday, November 19th***, submit the attached cover sheet with your supporting documents to:

Rich Berrett, Chair, University Service-Learning Development Committee
Child, Family and Consumer Science Department, FF-12

Complete proposals should not exceed three pages, including the cover page, 12 point font print with 1 inch margins and must address the questions on the attached cover sheet. Finalists will be notified by November 24th and a brief interview will be held with each Chair of the finalists. The selected department will be announced by December 3.

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COVER PAGE

Department: _____ School/College: _____

Principal Contact: _____ Phone: _____

Email: _____ Mail Stop: _____

Department Chair's Signature of Approval: _____

Dean's Signature of Approval: _____

In a maximum of TWO typed pages, please address the following:

1. Discuss your Department's interest in and commitment to the goal of becoming an Engaged Department. (See attached handout on Engaged Departments.)
2. List faculty members who are committed to representing the Department at all seminar meetings, including any specific area of interest, expertise and/or experience in relation to civic engagement/service-learning effort such as this. Confirm the willingness of those faculty members to participate in the approximately 20 hours of seminar meetings, which will consist of day-long and half-day meetings throughout the fall 2005 semester.
3. Identify community based organization partner(s) who may be included in portions of the Engaged Department planning process, including some seminar meetings. Up to \$200 is available to support the participation of community partners in this component of the process. (If partnerships with relevant community based agencies do not currently exist, Students for Community Service will assist the funded Department in identifying and contacting potential partners prior to the fall 2005 semester. Lack of identified partnerships will not necessarily count against a Department's application.)

Should you have questions regarding this RFP please contact either:

Rich Berrett at 278-5140, richardb@csufresno.edu or

Chris Fiorentino at 278-7079, chrisf@csufresno.edu

Submit a hard copy of the cover sheet and letter by **Friday, November 19th** to:

Chris Fiorentino, Director, Civic Engagement and Students for Community Service

Mail Stop SR 120, San Ramon 3, Room 113

Engaged Department

The following explanation of an *Engaged Department* is based on the information in *The Engaged Department Toolkit* published by Campus Compact. This document and associated materials will be the basis for a significant portion of the seminar sessions.

The major distinction between the typical academic department and the engaged department is the degree of cooperation and collaboration that leads to community benefits. “Collaborative work requires dialogue about what is taught, how it is taught, and why it is taught.” Engaged departments consider these issues in the context of community-based public problem solving.

The Engaged Department Seminar is designed for academic departments interested in the department as a unit of engagement and change. The purpose of the institute is to help participating departments develop strategies to (1) include community-based work in both their teaching and their scholarship, (2) include community-based experiences as a standard expectation for majors, and (3) develop a level of unit coherence that will allow them to model successfully civic engagement and progressive change on the departmental level. The institute is covers topics such as:

- the academic and civic effectiveness of community-based work;
- discipline-specific models of service-learning integration;
- supporting community-based work on both the faculty and the student level;
- community-based work as a vehicle of curricular integration; and
- the community partner as departmental resource; the department as community resource.

Academic departments that will most benefit from this experience are those where community-based work is already well established on an individual faculty basis and where moving to greater institutionalization at the department level could represent an important institutional step.

The outcomes of going through the Engaged Department Seminar include:

- community-based work will be incorporated into the teaching and scholarship of the department,
- department majors will include a significant community-based experience in their programs and,
- departmental unity that models the best elements of coherence and engagement.