



1820-2020

# **INDIANA UNIVERSITY BICENTENNIAL**

## **Course Development Grant Program Guidelines**



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# Bicentennial Course Development Grant Program

## Guidelines

### Background

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The Indiana University Bicentennial encourages intellectual exploration of topics related to its goals and principles. To facilitate this exploration, the Office of the Bicentennial will offer course development grants. Courses proposed for this grant program do not need to focus exclusively on Indiana University history, rather, courses should align with Bicentennial Goals and Principles (which are found in Appendices 1 and 2 at the end of this document). Courses developed via this program will enable faculty to create or redesign courses and curricular experiences that include High Impact Practices and experiential learning opportunities.

### Appropriate Use of Funds and Grant Size

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Grants approved via this program should be used to facilitate the development/revision of for credit, academic courses that are offered to undergraduate and graduate students alike. Grants provided via this program consist of \$3,000.00 for a semester of course development.

### Eligibility

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- Full-time faculty and staff (no matter their designation) on all IU administrated campuses are eligible to apply.



- Faculty and staff who have received Bicentennial Course Development Grants from the Office of the Bicentennial can re-apply for grants to make further changes to courses or develop new courses. These new applications will be considered in the same process as all other applications and are not guaranteed approval.
- All proposed courses must explore a topic related to Bicentennial goals and principles (see Appendices). Desired course characteristics include one or more of the following:
  - Showcase IU collections
  - Highlight one of IU's historic strengths
  - Celebrate and recognize individuals who have contributed to IU
  - Chronicle, document, and explore IU history

## Proposal Requirements

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Interested faculty and staff will submit an application for a course development grant via [www.200.iu.edu](http://www.200.iu.edu). All forms and necessary information may be found on this website.

## Required Information

### *Course Listing*

- Campus
- Course Number
- Department

### *Semester and Year*

This information is for the semester and year the revised course will be offered.

- Semester
- Year

### *Course Instructor*

- Course instructor name and contact information
- Campus and school/department

## Course Abstract and Learning Objectives

The course abstract should be a 200-300-word description of the class. If the grant will be used to revise an existing class, the abstract will need to explain what will be changed as a result of the grant.

The abstract should include the following information

- Is the proposal for a new course or the redesign of an existing course?
- Approximate number of enrollments (if existing course, provide previous year's enrollment).
- How will the course fit into the department's or school's curriculum?
- What are the learning objectives for the course and how will the grant support these objectives?
- Central purpose of the project
- How will the proposal assist in student research?
- Plan for sharing the results of the course.

## Letter of Support from Department Chair

To ensure that the grant will go to an approved course, a letter of support should be provided by the Department Chair that will confirm the course will be offered if the proposal is accepted.

## Current CV

A copy of the faculty member's CV should be provided.

## Process

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Applications for Bicentennial Course Development Grants will be considered once per semester until Fall 2019. Courses developed via this program will be offered through Summer 2020.

## Schedule

For all grant applications, Office of the Bicentennial staff will review the documentation to ensure that minimum standards are met. Grant applications that meet minimum standards will be forwarded to the Bicentennial Course Development Grant Program Review Committee for consideration. The Review Committee will consider applications once per semester through Fall 2019. The committee will review applications by the "Application Review Date" listed on 200.iu.edu.

## Review Rubric

The Grant Review Committee members will consider the following when they evaluate grant applications.

### *Alignment with Bicentennial Goals and Principles*

Grant applications must demonstrate that they align with Bicentennial Goals and Principles. Not all Goals and Principles must be addressed by a grant application, however, those that offer solid connections will receive special consideration.

### *Feasibility*

Is the course proposed in the grant proposal feasible? Are the proposed activities clearly defined and do they feature specific goals and objectives?

### *Innovative Pedagogy*

Does the grant detail how new practices and approaches for the instructor, course, or department will be integrated? Does the application suggest a new application of practices? How would these new practices facilitate student learning?

### *Need*

Does the application cover new information that would not otherwise be available if the grant was not accepted? Grant applications that can demonstrate how they provide new, relevant information to students will receive special consideration.

## Recommendations

The Bicentennial Course Development Grant Program Review Committee can make three recommendations for applications. These recommendations are:

### *Declined*

The committee will decline applications that it does not feel address Bicentennial Goals and Principles.

## *Hold for Future Consideration*

The committee will hold applications for future consideration if they meet Bicentennial Goals and principles but are not selected upon initial review.

## *Approved*

The committee will approve applications that address Bicentennial Goals and Principles and score well within the review rubric.

## Basic Award Administration

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Should your application be approved by the Office of the Bicentennial, ongoing requirements will need to be met to continue to secure funding.

## Accounting

The Office of the Bicentennial will collaborate with the Office of the Vice President and Chief Financial Officer to administer all granted funds. Faculty or staff will be provided with a letter upon grant approval that will detail how funds will be provided.

## Required Reports and Documentation

- Course syllabus must be provided to the Office of the Bicentennial 28 days before the course is offered.
- Faculty Annual Report with course development activity must be provided by the faculty to the Office of the Bicentennial.
- Course Enrollment figures must be provided to the Office of the Bicentennial at the beginning and end of the semester when the course is offered.
- Student learning self-assessments must be provided at the conclusion of the course. The self-assessments should be an assignment included at the end of the course that asks students to detail what they believe they learned from the course.

## Appendix 1: Bicentennial Goals

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The Indiana University Bicentennial has three main goals:

- Celebrate and Recognize
- Chronicle, Document, and Explore
- Inspire and Engage

Each goal does not need to be incorporated into a project in order for it to receive funding. Proposals that balance these goals effectively have a better chance of receiving funding. More detailed information about each goal follows.

### *Celebrate and Recognize*

*Celebrate and recognize* that great universities are distinguished by the contributions of individuals and institutions who are advocates, alumni, communities, donors, faculty, friends, staff, and students of Indiana University who have contributed to IU's first two centuries. Through existing and new efforts, we will acknowledge, honor, and express genuine gratitude for their commitment, loyalty, and leadership.

### *Chronicle, Document, and Explore*

*Chronicle, document, and explore* IU's history, both the good and the bad, through databases and information systems, policy development, public discussion and outreach, scholarly and creative work and best practices related to discovering IU's cultural and historical identity. These efforts should identify Indiana University's past in relation to education, learning, research, social well-being, diversity, and community engagement for 200 years, its impact on the state, nation and the world. They should also envision how Indiana University might engage with the challenges of the future— income inequality, a changing environment, large scale population movements, education, disease and public health, and war and peace—providing the foundation for post-Bicentennial strategic planning.

### *Inspire and Engage*

*Inspire and engage* students, faculty, staff, alumni, donors, community members, and peers in the events, publications, and other activities of the Bicentennial in ways that they find inspiring, meaningful and relevant to their IU experience and present-day lives. These activities should be designed to strengthen, rejuvenate, and rediscover University traditions that connect past, present,

and future generations to IU's heritage and values. They should build on IU's historic strengths and should seek to distinguish Indiana University from among many outstanding public research universities.





## Appendix 2: Bicentennial Guiding Principles

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In addition to the three central goals of the Bicentennial, the Bicentennial Steering Committee established Guiding Principles that the Office of the Bicentennial and its partners in commemorating IU's 200 years of existence should incorporate. Each Principle does not need to be incorporated into a project in order for it to receive funding. The Guiding Principles should be used by grant applicants to inform the content and purpose of their projects.

- Balance IU's past, present, and future in its emphasis.
- Ensure all IU campuses, units, programs, and constituencies are included.
- Be accessible and open to the public, and interesting to a wide variety of participants.
- Be well-documented.
- Be intellectually stimulating, inspiring, and enjoyable.
- Exemplify and express IU's core missions of education and research.
- Include centrally funded major events and projects, as well as events and projects undertaken by individual units and organizations at their own expense.
- Engage all University constituencies on and off campuses, and strengthen IU's connections to them locally, nationally and internationally.
- Make a particular effort to include students in planning and execution of events and programs, through academic programs or short-term staffing opportunities.
- Identify and label ongoing University events and projects that contribute to IU's vision for the Bicentennial.
- Advance the university's reputation through creative and strategic use of communications in all events and programs.
- Seek creative external funding sources for the incremental costs of central events (and others), whether gifts, grants, sponsorships, etc.