**Learning Matters Mini-grant Application for 2019—2020**

**Assignment Mini-grants: Global & Integrative Learning Focus Seminars**

**Updated: 4.3.19**

The LaGuardia Center for Teaching and Learning is pleased to invite program directors to apply for a Learning Matters Assignment Mini-grant for the 2019-20 academic year. **Applications are due May 13.**

**Background**: In February 2019, more than 170 faculty and staff participated in Benchmark Readings 3.0, utilizing faculty-generated rubrics to evaluate student development College-wide in General Education courses and in more than 20 individual programs. Our preliminary analysis reveals that essential work remains to develop and implement assignments that effectively build students’ competency in Global Learning and Integrative Learning.

**The CTL is offering Mini-grants to support program-led efforts to strengthen Global and Integrative Learning in targeted courses.** Program directors and course coordinators are eligible to apply.

**Process and Timeline:** Program Directors and Course Coordinators who wish to apply will identify a course and to focus on assignment design, testing and dissemination around one of the targeted areas. Funding of up to $2,500 per course will support this process, with an additional $100 allocated for faculty participating in scaling up professional development. Participants will also participate in scoring approximately 40 Benchmark Reading artifacts in the fall to help inform assignment revision.

In addition to core courses in the majors, the following Gen Ed courses *that deposit for Integrative or Global Learning* are eligible for this grant:

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| --- | --- | --- |
| ENN 198 | HUN192HUN195 | SSN187SSS100 |

*2019-20 Assignment Design Mini-grant Calendar*

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| --- | --- | --- |
| Spring 19 | *Prepping for Fall* | Assignment Design Kick-off Meeting |
| Fall I 19 | *Assignment Design* | Focus Seminars and Reading/Scoring Artifacts |
|  |  *September* | First Meeting for Global or Integrative Learning Focus Seminar |
|  |  *October\** | Norm/Read/Score Spring 2019 artifacts |
|  |  *November\** | Reflection on Reading and Scoring; Assignment Charrettes |
|  |  *December* | Share Revised Assignment |
|  |  \*Oral and Digital Communication Workshops offered in the fall for all interested faculty |
| Fall II  | *Scaling* | Plan and initiate PD for Spring implementation |
| Spring 20  | *Deepening at Scale* | Curriculum integrationCollege-wide Benchmark ReadingsReflection on Implementation |

**Support:** In addition to funding, mini-grant teams work alongside and receive support from faculty from other programs who have similar goals. The shared process will offer participating teams:

* Dedicated time to meet, work, and plan together in a supportive professional community of practice;
* Focused examination of student learning related to the selected Learning Matters Competencies;
* Hands-on coaching and support from faculty and staff colleagues with extensive experience related to teaching and curriculum design for learning.

**Goals/Deliverables:** We are pleased to meet/consult with program directors or course coordinators to discuss these expectations more specifically as they pertain to your application:

* Provide curricular maps (with courses designated for deposit) that indicate where the targeted course and assignment fits within the curriculum.
* **Participate in a kick-off meeting on** Wednesday, June 12, 2019 at 11:00am.
* Submit a revised assignment to the *Learning Matters Assignment Library.*
* Require deposits in the Digication ePortfolio system in Fall 2019 for existing assignments. Deposit artifacts for revised or new assignments in Spring 2020.
* Write a final report based on your learning from the Mini-grant process.

**Application:** Please complete the application according to the instructions included here. Submit applications to Rejitha Nair (email: rnair@lagcc.cuny.edu) by Monday, May 13.

**Application for Assignment Design Mini-grants to support Global or Integrative Learning**

**Name: Program or Course:**

**Are you a program or course coordinator: \_\_ Y \_\_ N**

**Target Course Name and Number:**

**Assignment Competency: \_\_ Integrative Learning \_\_ Global Learning**

**Does this course deposit for Assessment? \_\_ Y \_\_ N**

**I. PROJECT DESCRIPTION (no more than 250 words):** Provide a brief description of the need for this project. Consider the following questions: Why are you pursuing this mini-grant? What major objective do you hope to achieve by the end of the project? What has been done around this work thus far? What needs more attention?

**II. REQUIREMENTS**

In addition to the project description (above), please address the following areas as part of your completed application:

1. Describe the data/evidence you have that supports the need for this project.
2. Confirm that you will submit a fully-revised assignment to the *Learning Matters Assignment Library*.
3. Confirm that artifacts reflecting current, revised, or new assignments will be deposited in the Digication ePortfolio system for assessment.
4. Confirm participation in *October* Benchmark Readings to score Integrative or Global Learning artifacts.
5. Confirm attendance at Mini-Grant meetings on the following dates:

|  |  |
| --- | --- |
| * **Spring 2019**
 | June 7 (Friday, 1:00-2:00pm) |
| * **Fall 2019**
 | September 13 (Friday, 9:30am-1:00pm) |
|  | October 4 (Friday, 9:30am-1:00pm, incl. Norming Session) |
|  | November 1 (Friday, 9:30am-1:00pm, incl. Assignment Charrettes) |
|  | December 6 (Friday, 9:30am-1:00pm) |
| * **Winter Institute**
 | January 10 (Friday, 9:30am-12:30pm) |
| * **Spring 2020**
 | March 13 (Friday, 9:30am-12:30pm) |
|  | May 15 (Friday, 9:30am-12:30pm) |

**Please also submit a letter of support from your Program Director and Department Chair that:**

1. Articulates how the Mini-grant work fits into a long-term strategic vision for the program or department.
2. Affirms that they will both consult regularly with you to learn about progress and share the work with the department; and provide department meeting time for sharing the work and outcomes.

**Budget for 2019/20 Assignment Design Mini-grant Application**

Name:

Please calculate non-teaching pay at the average non-teaching rate of $50/hour; calculate released time costs at $1200/hour.

Catering costs as follows: breakfast= $3 per participant; lunch = $8; coffee/tea = $2. Contact Ros Orgel (x5448; roslyno@lagcc.cuny.edu) if you need help.

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| --- | --- | --- | --- | --- |
| **Purpose (details)** | **Cost per** | **# Hours** | **# Participants** | **Total** |
|  |  |  |  |  |
| Released Time: | $1,200 |  |  |  |
| Non-teaching: | $50 |  |  |  |
| Other:  |  |  |  |  |
|   |  |  |  |  |
|  Catering: |  |   |  |  |
|  Supplies: |  |   |  |  |
|  Other: |  |   |  |  |
|   |  |   |  |  |
| **Mini-grant Total** |  |  |  |  |