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

**Periodic Program Review: “Closing the Loop” Mini-grants**

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

**Background**: In response to requests from faculty completing PPR Reports for support implementing PPR recommendations, Academic Affairs has been offering Mini-grants, inviting programs to apply for small amounts of funding designed to help implement their recommendations for program-wide pedagogical and curricular improvement. Mini-Grants support curricular change and faculty development around refining and implementing pedagogies and assignments that build students’ General Education Core Competencies.

The PPR process emphasizes cross-disciplinary integration, linking Gen Ed to disciplinary curricula, and embodies a powerful cycle of inquiry and reflection. The assessment of student artifacts and the development of recommendations engages faculty from a major in a structured process of inquiry into student learning in their courses; reflection on the evidence leads to recommendations, implementation, and further assessment.

The department- or program-based activities supported by these Mini-grants help the program “close the loop” in the assessment cycle, moving from inquiry and reflection to integration of new approaches designed to improve student learning across courses and over time. Center for Teaching and Learning staff can assist with planning and guiding these efforts, which are intended to reach large numbers of part-time and full-time faculty.

**The CTL is offering Mini-grants to programs that are completing their PPRs in Spring 2019 or completed in 2018.** Faculty teaching in the program are eligible to apply.

**Process and Timeline:** Designed to support programs in implementing changes connected to completing the PPR process in the 2017-18 or 2018-19 academic year, Closing the Loop Mini-grants must support recommended changes in pedagogy, curriculum, and organizational/structural issues in relation to the Core Competencies and Abilities.

Program Directors and Course Coordinators who wish to apply for this track have the opportunity to develop a proposal and budget, and request resources up to $5,000 per program. All programs awarded a Mini-grant must meet to plan the implementation process, engage in collective troubleshooting, and share and reflect on the results of their Mini-grant activities.

PPR Mini-grant leaders must set their own agenda for completing the work during the year. *An action plan with activities, dates, deadlines and data collection is due before June 30, 2019.*

**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 PPR “Closing the Loop” (2017-18 or 2018-19 PPR Teams)**

**Name**

**Program or Course**

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

**Which Recommendation(s) from your PPR will you address through this Mini-grant?**

**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**

Please address the following areas as you complete your application:

1. Describe the data/evidence you have that supports the need for this project.
2. What activities are you proposing to help meet your goals/objective?
3. Provide a calendar of activities and list additional faculty who will support this project.
4. What artifacts of student learning will you collect to assess the impact of your mini-grant project?

**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 PPR “Closing the Loop” 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** |  |  |  |  |