



# Curriculum Development Grants

Overview and Application Tips

[http://faculty.seattlecolleges.com/jkent/workshops/curriculum\\_grants/](http://faculty.seattlecolleges.com/jkent/workshops/curriculum_grants/)

# Curriculum Development Grants 2006-2007

## Grant Program Overview

- \$30,000 given each year (per agreement)
  - new curriculum
  - curriculum revisions
- Curriculum Grant Committee
  - 4 faculty (selected by Faculty Senates)
  - 4 administrators
  - determine guidelines and review grant proposals
  - also review final reports before payment

## Curriculum Grants Used to

- create a new course
- substantially revise a course
- enhance a course
- convert course to new delivery mode
- revise curriculum for entire program

## Types of Grants

- Individual
  - funded up to \$2500 for new course
  - start at \$500 for course revision
- Group
  - funded up to \$4500
  - teams from within one campus or cross district
- one Individual grant and one Group grant awarded per academic year (can receive both)

## Products Funded in Past

- textbooks
- course content (web sites included) such as
  - syllabus, lecture plans, assignments, lectures, tests, online resources, instructional materials
- course outlines for entire program

# Curriculum Development Grants 2006-2007

## Funding Criteria

- complete application – submitted by deadline
- all items in project description clearly documented
- products are listed and described
- budget is justified by project scope and products
- preference given to courses not currently taught in district

## Budget

- link budget to scope and goals for project
- explain how the hours listed will be used
- rate of pay is \$25/hour
- itemize and justify costs for supplies
- NO travel or research costs will be approved

## Deadlines

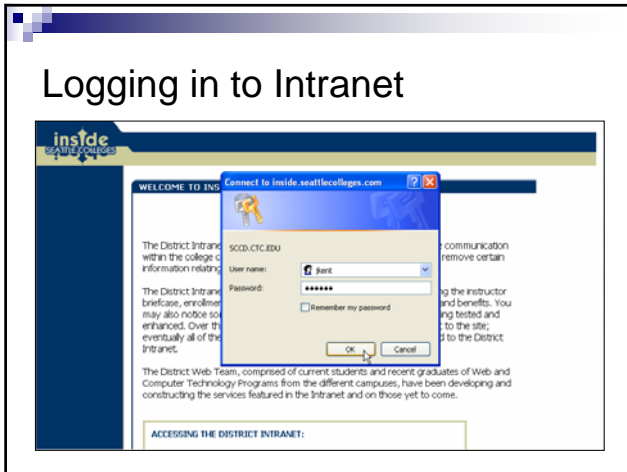
- 2/13/06 – draft proposal for *optional* feedback due
- 3/6/06 – final proposal due
- 3/13/06 – dean's approval due
- 3/20/06 – vp for instruction's approval due
- faculty are responsible for monitoring dean and vp deadlines (but it is easy to do in online system)

## Online Process Overview

- go to Intranet
  - only SCCD employees can access this web site
  - must use SCCD email user name and password to login
- <http://InsideSeattleColleges.com>
- see next slide

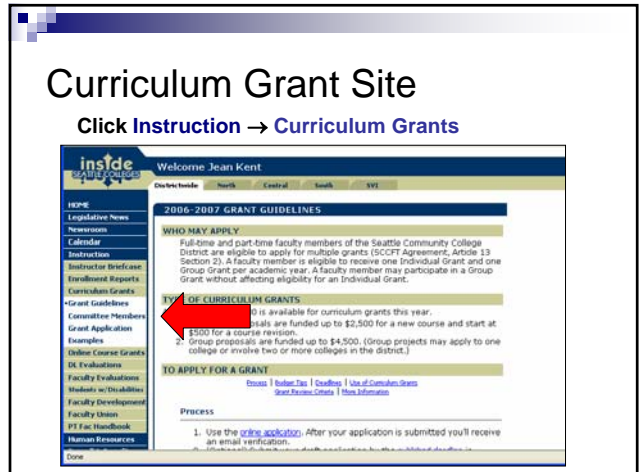
# Curriculum Development Grants 2006-2007

## Logging in to Intranet



## Curriculum Grant Site

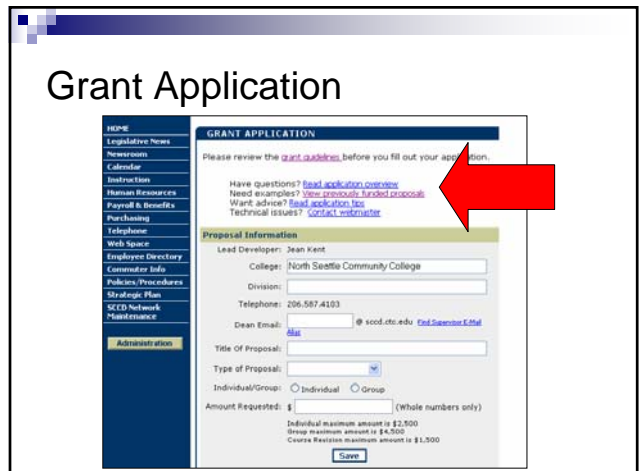
Click [Instruction](#) → [Curriculum Grants](#)



## Info Available Online

- grant guidelines
- committee members
- application
  - overview
  - tips
- examples of [previously funded proposals](#)

## Grant Application



# Curriculum Development Grants 2006-2007

## If New Course

**Proposal Information**  
Lead Developer: Jean Kent  
College: North Seattle Community College  
Division: Business, Electronics, & Information Tech  
Telephone: 206.587.4103  
Dean Email: pcheadle@secc.cd.edu  
Title of Proposal: Demo Proposal #1  
Type of Proposal: **New Course**  
Based on a review of the current course list:  
 the proposed NEW course:  
 IS currently being taught within SCCD  
 IS NOT currently being taught within SCCD  
Individual/Group:  Individual  Group  
Amount Requested: \$ (Whole numbers only)  
Individual maximum amount is \$2,500  
Group maximum amount is \$4,000  
Course revision maximum amount is \$1,500  
Save

- review current course list (PDF)
- check appropriate answer to left
- preference given if not currently taught

## Application

- project description includes
  - problem
  - solution
  - impact
  - goals
- describe products
- explain budget
- space for additional comments
- add up to three supporting electronic documents

## Application Overview

<https://inside.seattlecolleges.com> - Curriculum Grant Overvi...

File Edit View Favorites Tools Help Web assistant

### Application Overview

The online curriculum grant application is divided into 8 main sections:

- [Proposal Information](#)
- [Co-Developers](#)
- [Project Description](#)
- [Product Description](#)
- [Budget](#)
- [Additional Comments](#)
- [Supporting Documentation](#)
- [Submission](#)

**If the project is a team endeavor the application is broken into three steps.** On the initial visit, only the first section (Proposal Information) of the form is displayed. Once that step is completed, the rest of the form will be displayed, including a section to enter co-developers. **Once the first step is completed, the entire form will be displayed on any subsequent visit.**

## Examples

inside  
BASE COURSE

Welcome Jean Kent  
Districtwide North Central South SVI E-MAIL

- HOME
- Legislative News
- Newsroom
- Calendar
- Instruction
  - Instructor Briefcase
  - Enrollment Reports
  - Curriculum Grants
  - Grant Guidelines
  - Committee Members
  - Grant Application
  - Examples
  - Online Course Grants
  - DL Evaluations
  - Faculty Evaluations
  - One

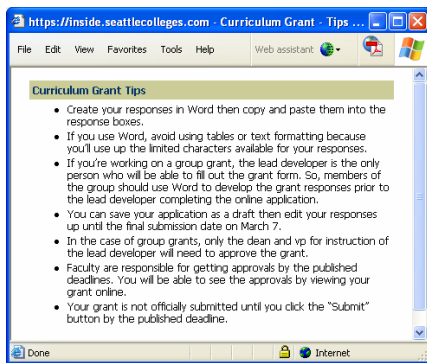
### CURRICULUM GRANT PROPOSAL EXAMPLES

The following curriculum grant proposals are examples of recently funded grants. The applicants have given their permission to share them with SCCD faculty.

- [Psychology of Children's Literature - Coordinated Studies](#)
- [Adding Carstairs Movies to Computer Classes](#)
- [Hybrid Course - ECO 200 - Principles of Microeconomics](#)
- [New Course - HIS 205 - The Making of Modern Europe](#)

# Curriculum Development Grants 2006-2007

## Application Tips



## Features of Online Process

- can edit application up to deadline
- email confirmation when
  - submitted
  - dean approves and add comments
  - vp approves and add comments
- can access from any location with Internet access

## Tips

- get preliminary approval from dean before submitting application
- print a copy of final application for your records
- make sure dean and vp meet deadlines
  - check application online
  - nag appropriately if deadline is close
- report any technical problems to webmaster (webmaster@sccd.ctc.edu)

## Tips Con't

- if Group project
  - only lead developer can work directly on application (consider collaborating with Word)
  - dean and vp for instruction of lead developer will approve
- keep responses as succinct as possible
  - limits on the number of characters will force you to do this
- view [short, narrated tutorials](#) for more help

