

ACM Faculty Career Enhancement (FaCE) – Phase II, 2008-2010
Guidelines: II. COLLABORATIVE EVENTS GRANTS

The primary goal of Phase II of the FaCE project is to foster and enhance the rich collaboration within the ACM, and by doing so, foster collaboration more broadly within higher education by disseminating models and practices discerned through careful evaluation.

Collaborative Events

FaCE II identifies three types of collaborative events. Like the New Research Collaborations (Area I), **Collaborative Events** may involve collaborations with students and faculty across disciplines on a single campus, but these grants will be focused especially on promoting collaboration across campuses and disciplines. Awards will be variable, depending on the scope of the event, but will generally range from \$1,000-\$6,000. Connecting Collaborative Event activities with New Research Collaborations so as to sustain and build upon the activity will be encouraged. For instance, the result of a conference about global warming and curricular approaches might lead to a research proposal that explores a new model of interdisciplinary and international education. ACM will accept one proposal for collaborative events from a campus each year of the grant.

Collaborative Events can be used for these activities:

- A. To support collaboration by gathering faculty from multiple campuses (with students, when appropriate) to discuss substantive research topics.**
- B. To foster best practices in teaching** by gathering faculty to explore approaches to advising, pedagogy, use of technology in learning, evaluation of teaching, and addressing the needs of this generation of students.
- C. To increase internationalization** by enabling faculty engaged in international and multicultural studies to network, share ideas and explore means to collaborate across campuses.

As with FaCE Phase I Common Interest Workshop proposals, these may come from individual faculty members, groups of faculty, or the Academic Deans. The scale of these gatherings can vary from conferences or symposia that gather a large number of participants across the ACM to smaller workshops that convene fewer participants and target a subset of colleges sharing proximity or curricular features.

The Advisory Board of Deans can also identify campus needs, interests, and potential participants. They would also coordinate the various projects supported by the grant to maximize the collective impact (e.g., encouraging regional workshops to increase the likelihood of collaboration after the grant, identifying follow-up workshops that would allow a pilot project for an innovative international program to be further refined before being adopted fully by the consortium). The ACM staff will coordinate arrangements

and work with faculty leaders to organize workshops and conferences. **Funding can cover honoraria for guest speakers, workshop leaders, or consultants (but not ACM campus participants); conference materials; and travel and accommodations (but not meals unless in working sessions).**

Eligibility: Grant requesters must be faculty or deans at an ACM college. Projects may also involve participants beyond the consortium but the proposal should show how this advances collaboration for member institutions within the ACM. Preference will be given to proposals that foster innovative collaboration between a) faculty and staff at different member colleges, b) faculty and students; c) faculty in different departments.

Proposals: The proposal document must include all the following elements:

1. Goals and Scope:

Please describe the nature of this collaborative event, the goals for the project, and the scope of the collaboration, addressing these issues:

- What is the substantive **focus** of the event?
- Referring to the relevant literature and to past projects related to this topic, why would this particular gathering be **timely** now?
- What are the key elements of **collaboration**? How would the project foster **innovation**?
- What is the most important **outcome** you anticipate from the event?

2. Logistics:

- Who are the event organizers and what are their roles? (*Please attach a CV for each of the project leaders.*) For multi-campus collaborations, which will be the lead campus?
- Who else would be involved in the collaboration and what specific responsibilities would they have? (*If you anticipate having a keynote speaker or primary facilitator, please attach a CV and other materials about the leader's qualifications.*)
- What is the schedule for the activities you propose?

3. Budget: *Please attach an itemized budget as well as a budget justification to answer the following questions:*

- What are the major expenses you anticipate for this project (e.g., travel, lodging, meals, materials, honoraria, administration, location fees, book editing)?
- For each category, how would these funds allow you to carry out the general goals of the project and its specific objectives?
- What is the total cost you expect for this project? How much support do you seek from the ACM FaCE project? How much support do you anticipate from other sources?

4. **Assessment and sustainability:** *All proposals for FaCE Phase II should include plans for sharing the work with a wider audience and for sustaining the work.*
- How will you determine the extent to which the event attains its goals?
 - What audiences do you hope to reach through this event and its outcomes; how do you plan to reach those audiences?
 - What specific plans do you have for publishing or sharing the work of this event with a wider audience (eg, through web pages, repositories, other publications)?
 - How could the work or ideas developed in this collaborative event be sustained in the future? For instance, might it result in “best practice” resources or innovation templates that could be adopted more widely in post-secondary education? Might it lead to future Collaborative Research Projects? Are there funding sources that could be interested in this work, or are there models that ACM and its member colleges might adopt?

Reporting: Within a year of the award, the leader of a collaborative event will send a final project report to the ACM Office. This report should include

- A 2-3 page narrative about the project, its accomplishments and challenges;
- An account of the steps taken to promote dissemination and assessment (see #4 above);
- An expense report that documents expenditure of all funds (any unused grant funds must be returned to ACM).

Guidelines: Proposals for Collaborative Events will be reviewed twice each year and will be due in the ACM Office on **March 15 and November 15**. Each campus sets its own internal deadlines for review and nomination prior to the Committee’s meeting; please consult your FaCE liaison for details.

- Faculty who plan to submit a proposal should contact their FaCE liaison on campus (see list of liaisons) or ACM Vice President John Ottenhoff (jottenhoff@acm.edu), to discuss the project’s goals and details of the proposed overall budget and logistics, to test out the idea, and receive helpful advice.
- Given the scope of most collaborative events, each campus would typically submit only one proposal in a given year.
- Proposals should be submitted to the Academic Dean, who will forward them with accompanying endorsement (and, if necessary, ranking) to the evaluation committee.
- For multi-campus projects, the proposal should be presented to the Dean of the lead faculty member, who will forward it to the ACM; copies should be shared as information with academic Deans from each campus represented in the project.
- Awards will be made on the quality of the proposal, the soundness of the proposed plan, and the impact that these funds will have on promoting collaboration within the consortium and making an impact on the larger higher education community.

Oversight and Evaluation:

For the first year of Phase II, the current FaCE Steering Committee will also serve as the Evaluation Committee for proposals; the members are Jane Jakoubek (VPAA and Dean of the Faculty, Monmouth), Jerry Seaman (VP and Dean of the Faculty, Ripon), Éva Pósfay (Associate Dean, Carleton), and Stephen Bailey (Associate Dean, Knox).