

Las Positas College
Staff Development
Teaching and Learning Innovation Projects
Guidelines for Applicants
2005-2006

The purpose of these projects is to enhance and improve the quality of teaching and learning at LPC. This is one of the major goals from the college's strategic plan. This comprehensive goal speaks to our commitment not only to academic excellence and student success, but also to creating processes that create a supportive environment in which these things can happen. To that end, all faculty and staff have the opportunity to participate in these projects.

Here are some simple guidelines for completing the applications:

Areas of Focus for Project Development

Student Outcomes

- Retention, persistence, transfer, job placement, and student achievement

Academic Goals

- Enhance teaching and classroom techniques or practices

Parameters for Project Development

The projects should be designed to meet the following objectives. Questions are posed under each area to assist you in developing the application.

- **Have Measurable outcomes**
 - How will I measure the progress being made?
 - What tools will I use to measure progress?
- **Have a broad impact**
 - Who is the target audience?
 - How many people will be participating?
- **Be replicable, and have potential for college wide use**
 - How can other people on campus use this information?
 - How will I fund this project in the future (if necessary)?
- **Be in addition to your regular contractual college assignment**

Requirements for Successful Applicants

Project leaders will be required to report on the progress of their project three (3) times during the year. This will be done through progress forms and scheduled meetings. This group will meet initially to share their projects and begin the process, at midyear as a progress update and planning session and at years end to wrap up and report on outcomes. People applying are required to commit to these sessions: (funding may be jeopardized for not attending specified meetings)

Kick off meeting: September 19, 2005
Midyear meeting: February 6, 2006
Year-end wrap up: May 1, 2006

DUE DATE: Signed applications are due to the Staff Development Office, Room 2119 by **April 25, 2005**. Late applications will not be accepted. Please allow time for your administrator to review and sign the application before the deadline. **Incomplete applications will not be considered.**

Las Positas College
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Project Application

Date: _____

Project Name: _____

Project Leader: _____

Project Participants: _____

Contact Number: _____

Reaffirm the commitment that the primary focus of the college is teaching and learning with each of us playing a critical role. Recognize that every decision, activity and function revolves around teaching and learning.

1. What is the goal of your project? How does it meet the college's strategic planning goal of Teaching and Learning?
2. How will you measure the progress and success of your project?
3. Describe how your project will have broad impact. Discuss how others could replicate your project on campus.

Budget:

Describe your budget request and how each amount requested meets the goals of your project. Categories can include, stipends (\$50/hr for project leader or presenter(s), \$25/hr for faculty and \$16/hr for classified participants), materials, and supplies. **Other requests can be made, however no food or equipment will be funded.** Suggested budgets are \$2000 - \$5000 maximum.

Signatures:

Applicant:

Date:

Division Dean/Area Administrator

Date:

Signed Applications are due to the Staff Development office, room #2119 by April 25, 2005. Late applications will not be accepted.

You are required to submit 12 complete copies of your application.

Las Positas College
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Progress Report

Date: _____

Project Leader: _____

Title of Project: _____

Describe the progress made to date on your project?

How are you measuring your accomplishments?

Are your budget expenditures on track?

What are your next steps?

Signatures:

Applicant

Division Dean/Administrator

Date: _____

Date: _____

Signed Progress Reports are due to the Staff Development office, room #2119 by February 6, 2006 for the midyear meeting.