Committee on the Improvement of Undergraduate Education
October 14, 2013
(13-14, #2)

APPROVED

Members present: Karen Brandt (HHS), Derek Brown (student-LAS), J.D. Bowers (Associate Vice Provost for Honors), Aaron Cornelio (student – HHS), Jason Hanna (LAS), Sheryl Honig (EDU), Michael Kolb, Acting Associate Vice Provost (for Birberick), Brian Mackie (BUS), Linda Matuszewski (UCC/BUS), Sarah McHone-Chase (LIB), Shanthi Muthuswamy (EET), Audrina Pryer (student-LAS)

Members absent: Richard Blecksmith (LAS for Holland), Mark Mehrer (LAS for Kusimba)

Others: Jeanne Ratfield, (Administrative Assistant to Vice Provost) Recorder.

I. Adoption of Agenda

A motion was made by S. McHone-Chase, seconded by A. Cornelio to approve the agenda. The motion passed.

II. Approval of Minutes

A Cornelio made a motion to accept the minutes from the September 9, 2013 meeting, seconded by S. Muthuswamy. The motion passed. There were two abstentions.

III. Old Business

David Raymond Grant – Mackie explained that funding from Mr. Raymond was previously awarded to faculty who wished to develop new technology for a course. Those courses were large classes, 100 or more students. Mr. Raymond wants to continue funding however some changes are to be made. It was suggested that this committee would be the ideal group to handle the process. The award will change to an award to someone who has developed and implemented the use of technology in a course. Mackie said that he and Kolb worked on guidelines and have drafted the call for proposals. The group discussed the various components of the grant
including the areas of criteria and the weight they should be given (see attached documents for components and weights). There was discussion regarding the submission of a digital presentation showing the technology in use. It was decided that the presentation should be limited to no longer than five minutes. The deadline will be after the completion of the fall semester, December 20, 2013. The committee will review the submissions at the February 3, 2014 meeting. Clarification on a few issues is needed. Mackie/Kolb will check into those and send the forms electronically for committee approval.

IV. **New Business**

None

V. **Adjournment**

L. Matuszewski made a motion to adjourn @ 2:25 p.m., seconded by S. McHone-Chase. **Motion passed.**

Respectfully submitted,

Jeanne Ratfield
NORTHERN ILLINOIS UNIVERSITY
Committee for the Improvement of Undergraduate Education

Call for Proposals for 2013-2014
David W. Raymond Grant for the Use of Technology in Teaching

David W. Raymond, while a member of the first Board of Trustees of Northern Illinois University, created an endowment to fund an annual grant of $1,000 to be awarded to the faculty member who has the best incorporation of new technologies in his or her teaching. Only tenured and tenure-track faculty are eligible to apply for the grant.

The recipient of the grant will be expected to discuss and demonstrate the project in a public presentation in the early spring of 2014. The grant will then be dispersed. David Raymond will be invited to the presentation each year. A public presentation of the work done by each grant recipient will contribute to faculty knowledge of the benefits, pitfalls, and outcomes of using technology in teaching, thus accomplishing one of Trustee Raymond’s objectives in establishing this endowment.

Applicants for the grant must describe a project that incorporates and actively employs instructional technologies in the teaching of a course or the preparation of supporting materials for a course, according to the attached format. The emphasis is on incorporating new technologies that affect a large number of students per semester (100 or more students). Proposals will be judged by CIUE. Any former David W. Raymond Grant recipients are ineligible for this grant. The committee will use the following criteria:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree of innovation and creativity</td>
<td>20</td>
</tr>
<tr>
<td>Impact of technology on teaching and learning</td>
<td>20</td>
</tr>
<tr>
<td>Transferability to other instructional venues.</td>
<td>10</td>
</tr>
<tr>
<td>Transferability to other academic areas</td>
<td>10</td>
</tr>
<tr>
<td>Number of students impacted by the project.</td>
<td>10</td>
</tr>
</tbody>
</table>

The winner of the grant will be announced in the spring each year, and funds will be available after the public presentation. Applicants should use the attached format for the proposals. All proposals should be forwarded to: CIUE in care of Jeanne Ratfield (jrat@niu.edu). This Call for Proposals can also be found at http://www.niu.edu/viceprovost

Deadline for proposal submission: December 20, 2013
See next page for proposal format
2013-2014 David W. Raymond Grant
for the use of Technology in Teaching

Proposal Format

Applicant’s Name:  ____________________________  Title: ____________________________

Department Name:  ____________________________________________________________

Phone/Fax/Email:  ______________________________________________________________

Project Title:  ________________________________________________________________

Project rationale: Narrative organized under the following sections should not exceed five single-spaced typed pages using at least 12-point font.

Part 1: Innovation – Objectives and Description of the project: This section should (a) present the objectives of the project, (b) describe the project, (c) explain the significance of the project; (d) briefly discuss the ways in which the project is innovative and creative in the use of technology.

Part 2: Applicability – Impact of the project: This section should present (a) the impact of the project on students (courses, numbers of students involved, ways in which their learning has been affected), (b) how the project addresses and meets the needs, priorities and missions of the department, college, and university, and (c) the potential for transferability to other campus venues, applicability to other courses in similar and disparate disciplines, and potential multidisciplinary impact, including the applicant’s willingness to assist in such transfer, etc.

Please include a letter of support from the chair of the applicant’s department, school, or division indicating the significance of the project within the discipline. The letters may be attached to the proposal or sent separately to the CIUE.

It is highly recommended to submit a digital presentation no longer than 5 minutes showing the technology in action in the course or courses.

The proposal, letter of support, and digital presentation should be submitted to CIUE in care of Jeanne Ratfield (jrat@niu.edu) by December 20, 2013.

See previous page for proposal guidelines