



## *Excellence in Teaching*

### MINI-GRANT PROGRAM

The Palomar College Foundation is pleased to announce the Excellence in Teaching mini-grant program. The purpose is to promote and support excellence in teaching by improving instruction and supporting faculty members' professional development as it relates to the mission and goals of Palomar College.

Any faculty member is invited to compete for mini-grants. A mini-grant up to \$1,000 is available. Only one mini-grant per calendar year can be awarded to any faculty member. Members of the Foundation's Grant Review Committee will evaluate the proposals and submit the recommended applications to the full Foundation Board for final approval.

**Project proposals will be judged on the following criteria:**

- The project/activity aligns itself with the mission, values and strategic goals of student success and teaching excellence.
- The project/activity promotes excellence in teaching and learning via activities related to the personal, instructional, or institutional components of professional development.
- The proposal includes evidence of instructional benefit and application for students and/or support of the professional development of faculty.
- The proposal includes a brief itemized budget outlining the use of the requested monies.
- The proposal includes a plan for reporting the results of the project to the Faculty Senate, as well as the Foundation Board (Example: a synopsis report to be presented to the Foundation Board, as well as a brief presentation to faculty, staff, and/or administrators during a scheduled faculty meeting or in-service day).

**For additional information, contact Pam Grasso at ext. 2732 or [pgrasso@palomar.edu](mailto:pgrasso@palomar.edu)**

### MINI-GRANT APPLICATION DEADLINES for 2009

Application Deadline	Grant Review Committee meets	Expected final resolution made by Foundation Board	Funding available
Feb 27, 2009	Early Mar	Mar 19, 2009	Mar 26, 2009
May 1, 2009	Early May	May 21, 2009	May 28, 2009
Aug 31, 2009	Early Sep	Sep 17, 2009	Sep 24, 2009
Oct 30, 2009	Early Nov	Nov 19, 2009	Nov 25, 2009



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### **Application Form – Page One**

Date of Application: \_\_\_\_\_ Project Name/Title: \_\_\_\_\_

Your Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Department: \_\_\_\_\_ Extension: \_\_\_\_\_ Email: \_\_\_\_\_

#### **Proposal Outline (See fill-in fields on next page)**

- Part 1: Detailed description of the project or planned activity.
- Part 2: Explain how this project will improve student learning or faculty development.
- Part 3: Design and timetable for completion.
- Part 4: Outline of budget.
- Part 5: Explain how you will evaluate or assess this project.
- Part 6: Explain how the final project analysis or results will be reported.

By signing below, you are confirming that information provided in this faculty mini grant application is accurate to the best of your knowledge. Your signature also indicates that you recommend funding of this request by the Palomar College Foundation.

\_\_\_\_\_  
Print Dean's Name

\_\_\_\_\_  
Dean's Signature

\_\_\_\_\_  
Print Vice President's Name

\_\_\_\_\_  
Vice President's Signature

\_\_\_\_\_  
College President

\_\_\_\_\_  
President's Signature

**COMMENTS FROM COLLEGE PRESIDENT ONLY:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**This completed application, INCLUDING ALL APPROPRIATE SIGNATURES LISTED ABOVE must be received by the Advancement/Foundation Office, A-4B by the deadline date.**

**OFFICE USE ONLY:** This mini-grant was approved in the amount of \$ \_\_\_\_\_ on (date) \_\_\_\_\_.

# *Excellence in Teaching*

## **Application Form – Page Two**

Project Name/Title: \_\_\_\_\_

Part 1: Detailed description of the project or planned activity.

Part 2: Explain how this project will improve student learning or faculty development.

Part 3: Design and timetable for completion.

Part 4: Outline of budget.

Part 5: Explain how you will evaluate or assess this project.

Part 6: Explain how the final project analysis or results will be reported.