## COVER PAGE FOR THE INNOVATIVE COLLABORATIVE PROJECT, ICAC

<table>
<thead>
<tr>
<th>Title of Project:</th>
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<tbody>
<tr>
<td>Name of Faculty 1:</td>
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<td>Name of Faculty 2:</td>
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<td>Check one: Faculty 1</td>
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<td>Check one: Faculty 2</td>
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<tr>
<td>Course(s) Name(s) and Number(s):</td>
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### Checklist:

- ☐ COVER PAGE
- ☐ NARRATIVE DESCRIPTION: No more than 3 double spaced, 12pt, 1 inch margin pages and includes:
  - I. Project Description
    - a. Class(es) in which the collaborative teaching will take place (with a preliminary plan for how the targeted course(s) will be modified)
    - b. Collaborative teaching model the project is based upon, as appropriate
    - c. Innovative nature of the project
    - d. Clear delineation of the roles and responsibilities of the participating faculty members
    - e. Whether the project includes collaboration across disciplines/divisions
  - II. Project Significance
    - a. Rationale and/or need for the activity
  - III. Evaluation
    - a. Means and methods for evaluation of collaborative teaching project
    - b. Student learning outcomes: Proposal should describe as directly as possible the link between student learning and the CCOE mission, vision, or conceptual framework.
  - IV. Class syllabus: Submit the current course syllabus/syllabi. Add a draft course outline which illustrates the tentative modifications (to be developed further in the planning stage).
- ☐ 2 PAGE CURRICULUM VITAE (12pt and one inch margins)
- ☐ CLASS SYLLABUS: Submit the current course syllabus/syllabi

Signature of Faculty 1__________________________ Date ___________________

Signature of Faculty 1’s Division Chair ___________________________ Date ___________________

Signature of Faculty 2__________________________ Date ___________________

Signature of Faculty 2’s Division Chair ___________________________ Date ___________________

An electronic copy of all submission materials must be sent as an email attachment/Word document to Dr. Diane Fazzi (dfazzi@calstatela.edu) with a copy to Anne Jeanette DeGuzman ADeguzman@cslanet.calstatela.edu. In addition, a hardcopy of the cover page with original signatures must be submitted to the Associate Dean’s Office, KH D2070. **The submission deadline is Monday, October 21, 2013.**
REQUEST FOR PROPOSAL
Innovation, Curriculum, & Assessment Committee (ICAC)
Collaborative Teaching Award Competition
Academic year: 2013-2014

ICAC announces a competition for proposals that describe an innovative collaborative teaching project for tenure-track or temporary faculty to implement in the CCOE in the Spring 2014 quarter. Proposals will be reviewed by ICAC based on the criteria outlined below. Final decisions on the award will be made by the Dean, taking into account ICAC’s recommendations. There is funding for six awards (6 teams of two; 12 faculty members altogether). Each faculty member who receives an award will receive a stipend totaling $3,000 (payable upon completion—dates to be determined). Stipends will be paid in two installments. Priority will be given to proposals which have not been previously funded.

The two examples below describe possible collaborative configurations. However, applicants may propose a collaborative teaching scenario that is different from the two examples. The purpose of this RFP is to inspire creativity and innovation to better serve CCOE students and use our expertise and skills in the most cost-effective manner.

Example # 1:
Both CCOE faculty members are teaching their own courses on the same night. For example, professor A is teaching elementary reading methods on Wednesday (with 25 students enrolled). Professor B is teaching the reading course for students in the mild/moderate disabilities program on Wednesday (with 25 students enrolled). The professors decide to combine their courses into one larger class of 50 students. With both instructors presenting each night of the 10 weeks, they use a variety of co-teaching models to teach multiple subject and special education credential candidates methods for teaching reading to a diverse population of students.

Example # 2:
Professor A is scheduled to teach a course on instructional planning for mild/moderate credential candidates in spring quarter. This course includes methods and strategies for teaching math and science. Professor B, an expert in the content areas of math and science, is not teaching a course that can be combined with Professor A’s course (due to scheduling). The two professors instead create a team teaching plan in which Professor B co-teaches the mild/moderate course with Professor A. Both teachers contribute to planning, teaching, and assessing the students in Professor A’s course. In their proposal, both professors indicate how they will utilize collaborative teaching strategies during the 10 weeks of the course.

Please note that in both scenarios, the faculty members will have outlined a plan in which both co-plan, co-instruct, and co-assess the students in their courses. Collaborative teaching should not be “two ships passing in the night” with faculty members simply taking turns teaching a night of the class. Rather, quality proposals will indicate how the professors will create a more enriched, meaningful learning experience for their students by sharing full responsibilities for the course(s).
The submitted proposal must include all of the following items:

- Cover Page (use the attached form)
- Narrative that is no more than 3 double-spaced pages in length, using 12 pt. type and one-inch margins (top, bottom, and sides)
- Two-page curriculum vitae, using 12 pt. type and one-inch margins
- CLASS SYLLABUS: Submit the current course syllabus/syllabi

An electronic copy of all submission materials must be sent as an email attachment/Word document to Dr. Diane Fazzi (dfazzi@calstatela.edu) with a copy to Anne Jeanette DeGuzman ADeGuzman@cslanet.calstatela.edu. In addition, a hardcopy of the cover page with original signatures must be submitted to the Associate Dean’s Office, KH D2070. The submission deadline is Monday, October 21, 2013. The proposals will be reviewed by the ICAC committee at its November 5th meeting. Faculty will be notified of the decisions by November 21, 2013. Award recipients are required to submit a final report to ICAC by Spring quarter—date to be determined.

Proposals must: (1) include all of the checklist items above; (2) adhere to the format outlined above regarding page limits, margins, etc.; and (3) address all areas shown in the narrative outline below.

The narrative description must include the following:

I. Project Description
   a. Class(es) in which the collaborative teaching will take place (with a preliminary plan for how the targeted course(s) will be modified and how it/they will address the student population)
   b. Collaborative teaching model the project is based upon, as appropriate
   c. Innovative nature of the project
   d. Clear delineation of the roles and responsibilities of the participating faculty members
   e. Whether the project includes collaboration across disciplines/divisions

II. Project Significance
   a. Rationale and/or need for the activity

III. Evaluation
   a. Means and methods for evaluation of collaborative teaching project
   b. Student learning outcomes: Proposal should describe as directly as possible the link between student learning and the CCOE mission, vision, or conceptual framework.

IV. Class syllabus: Submit the current course syllabus/syllabi. Add a draft course outline which illustrates the tentative modifications (to be developed further in the planning stage).

Proposal evaluations will be based on the following criteria (100 points total):

- Quality of the written proposal, including rationale for the project and degree to which the project encourages collaboration across disciplines and/or divisions (25 points)
- Extent to which the proposal describes an innovative curricular or collaborative teaching project with a clear description of faculty roles and responsibilities, including identified need for the project (25 points)
- Proposed plan and timeline, including planning period (Winter 2014) and course implementation (Spring 2014) and preliminary statement of student learning outcomes, course assignments, etc. (25 points)
- Proposed project evaluation, including how student learning outcomes will be assessed (25 points)
Sample successful proposals from the 2012-13 cycle are available on the CCOE’s Intranet and in the Associate Dean’s Office for review.

*Actual award is not guaranteed; it is contingent on course enrollment, faculty availability, etc.*