CALL FOR PROPOSALS
Program for Cross-College/School Course Development and

Individual and Team Teaching for Courses Offered by the Office of the Provost (non-Honors)

November 15, 2021

The following guidelines were developed to foster cross-college collaboration on course development and teaching. The guidelines establish a proposal, review, and funding process for the developing of courses which are cross-college/school. The guidelines also establish the budgetary model for teaching these courses with one instructor or multiple instructors (team teaching), and for offering team taught courses multiple times.

Course Development from the Office of the Provost

- Courses that do not fit a department, program, or college/school may be offered by the Office of the Provost. These courses typically would be in a field not offered by an existing Villanova program or be multidisciplinary (cross-college/school) in nature. Courses will first be reviewed by the home department/program of each instructor, then submitted for final approval by the Vice Provost for Teaching and Learning (VPTL) and the Senior Vice Provost for Academics (SVPA) using the traditional paperwork for new courses.

  https://www1.villanova.edu/content/dam/villanova/provost/faculty_secure/Change_in_Catalog_Courses.pdf

- For a 3 contact hour course that is sponsored by the Office of the Provost, a base of $6000 will be given for development of the course which can be used for faculty summer salary, hiring student assistants, and/or materials and supplies. Courses that are different than 3 contact hours will be prorated proportionally. All faculty involved must have the approval of their chair and dean in order to participate in new course development governed by these guidelines.

- For all courses out of the Office of the Provost, the VPTL serves as the effective chair while the SVPA serves as the effective dean.

- Courses offered by the Office of the Provost can be used towards a student's free elective requirement. Each college/program/major/minor/etc. will make its own determination as to what curricular requirements, if any, these courses will meet within their

majors/minors/programs. Department/program approval indicates a commitment to affix a department/program attribute to the course if it is offered.

- Course proposals and review will be done via the process described below.

Teaching (Individual and Team) across Colleges/Schools from the Office of the Provost

- (Individual and Team) A course offered by the Office of the Provost may be taught as part of a faculty member's normal load or may be taught as an overload. In both cases, the chair and dean of that faculty member must approve the faculty member's participation. If the faculty member is teaching the course as an overload, then he/she will be paid by the Office of the Provost at the standard rate for an overload for the contact hours considered overload. An overload will be determined by that faculty member's home college and their expectations.

- (Individual and Team) If a faculty member's teaching of a course offered by the Office of the Provost is considered part of the faculty member's normal load the faculty member's dean may request additional temporary instructional budget if needed.

- (Team) For the first offering of a team taught course, double the actual contact hours will be assigned and split evenly among the faculty teaching the course. The team must have faculty from at least two Colleges/Schools. In addition a team teaching salary of $5000 per actual 3 contact hours will be evenly split among the faculty teaching the course.   A different division of contact hours and/or salary can be approved by the VPTL. All faculty must attend all class sessions to achieve increased contact hours and salary. Of course faculty can miss classes due to illness, university travel, etc. but they may not miss more than 15% of the classes.

- (Team) After the first offering of a team taught course only the normal contact hours will be assigned for the course. The contact hours will be evenly split among the faculty teaching. In addition, a team teaching salary of $5000 per 3 contact hours will be evenly split among the faculty teaching the course. The team must have faculty from at least two colleges. A different division of contact hours and/or salary can be approved by the VPTL. All faculty must attend at least 2/3 of the class sessions to receive the additional salary.

Course Proposal and Review Process

- Individual courses and sequence of courses will be solicited every other year

- The home department/program of each instructor will review the proposal prior to the deadline. The chair of each department/program will complete a brief approval statement on the coverpage (see below) and send it with the proposal to the Office of

the Provost for final review. Department/program approval indicates a commitment to affix a department/program attribute to the course if it is offered. Proposals may be considered by the Provost without department/program approval, and if scheduled will count as a college free elective. Course with attributes will receive priority.

- Once submitted to the Office of the Provost, each proposal will be reviewed by a team of prior grant recipients and faculty with interdisciplinary teaching experience. The VPTL and SVPA will make final decisions on approving proposals.

- The proposals should contain the following information:

1. COVER PAGE **(Use provided template below)**

The cover page **includes the course title, a concise description of the project (limited to 75 words), instructor contact information, and approval from each department/program chair.**

2. NARRATIVE

Please limit to **three (3) numbered double-spaced pages in 12 pt. font**. The narrative should include the following:

2.1. Description of the course

What disciplines will be involved in the project? What are the areas of expertise that each co-applicant will contribute to the project? How will the interdisciplinary project enrich students' learning? How will the learning experience be interdisciplinary, that is, grounded in an integrated disciplinary relationship **not** in an isolated disciplinary perspective? What is the likely student demand/interest in the course(s) and what majors do you anticipate them coming from and why?

2.2. Alignment with University Learning Goals

Address how the proposed learning experience aligns with the University Learning Goals.

2.3. Rationale

Explain **why** and **how** this project is important to your students' learning. **Please give specific examples when addressing this item**. Support your proposal by **incorporating** and referencing the **research-supported literature** on learning, teaching, and assessment.

2.4. Learning Goals, Evaluation of Student Learning, and Instructional Activities

State specifically what the project is intended to accomplish. This section should entail an outline of desired learning goals, assessments aligned with these learning goals, and instructional activities in support of the learning goals.
- What content knowledge, skills and/or values will students be expected to be able to demonstrate as a result of their participation in this project?
- What teaching strategies might be most conducive to the accomplishment of the learning goals? Incorporate innovative pedagogies, collaborations appropriate to the interdisciplinary focus of the course.
- How will you know to what extent students achieved the intended learning goals?

What evidence and analyses do you expect to provide? What assessments are most appropriate given the intended learning goals? How well do the proposed assessments align with the learning goals?

2.5. Time Schedule

Describe the stages of the project and its expected beginning and ending dates, including identification of the semester during which the learning experience or course is expected to be first offered and who will be teaching the first offering.

2.6. Future Plans

What are the future plans beyond this course/sequence of courses? Are their ideas for additional courses, a minor or concentration, or other educational experiences that can build upon this project? How often is/are the course(s) planned to be offered?

3. BUDGET PAGE

Please describe how the funding will be allocated, along with a **rationale** for the budget items requested.

4. LITERATURE CITED

CRITERIA FOR JUDGING THE MERITS OF EACH PROPOSAL

The proposal . . . .

1. includes all information requested.
2. presents a clear description of the project.
3. provides a clear rationale, i.e., indicates specifically how students' learning experiences are expected to be qualitatively different in the proposed interdisciplinary learning experience or course.
4. includes a comprehensive plan for how the faculty members involved will address disciplinary and instructional integration issues as they develop and teach the course.
5. outlines well-defined objectives for students' learning in the interdisciplinary learning experience.
6. delineates assessments of students' learning that are aligned with the desired learning objectives.
7. outlines instructional activities in support of learning objectives.
8. specifies procedures for project implementation and outlines a proposed time schedule.
9. demonstrates the potential for sustainability of the course beyond the initial offering.
10. supports that the funding requested is appropriate to the scope of the project.
11. incorporates high-impact learning practices:
    a. First-Year Seminars and Experiences
    b. Common Intellectual Experiences Beyond the "Core"
    c. Learning Communities
    d. Writing-Intensive Courses
    e. Collaborative Assignments and Projects
    f. Undergraduate Research

      g.   Diversity and Global Learning
      h.   Service Learning or Community-Based Learning
      i.   Internships and Real World Projects
      j.   Capstone Course

Proposals are due by **February 18, 2022** and should emailed as a pdf to vptl@villanova.edu you can also address any questions about the process to randy.weinstein@villanova.edu

Applicants are highly encouraged to discuss their project with VITAL prior to proposal submission.

Previous funded courses can be found in the course catalog by searing for VIA (Villanova Integrated Academics) as the course code.

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I. **Course Title** _____ **Anticipated Number of Students:** _____

II. **Concise Description of Project,** including desired impact on students' learning *(limited to 75 words)*:

III. **Faculty Member(s) Submitting Proposal:**

Name _____ Name _____
Rank _____ Rank _____
Department _____ Department _____
Email _____ Email _____

IV. **Statement of Course Approval and Signature by Department/Program Chair(s)**:

The department/program *commits* to affix a department/program attribute to the proposed cross-college course if it is approved for development and offered subsequently.

Department/Program Name _____ Chair Signature_____
Department/Program Name _____ Chair Signature_____

The department/program *does not commit* to affix a department/program attribute to the proposed cross-college course if it is approved for development and offered subsequently.

Department/Program Name _____ Chair Signature_____
Department/Program Name _____ Chair Signature_____

V. **Signatures of Faculty Applicant(s):**

_____ Date_____
_____ Date_____