



## Request for Proposals CTE LEARNING CIRCLES 2009-2010

The **Learning Circles** program was developed to support informed discussion about teaching, learning, and trends in higher education. This year, three awards of up to \$750 will be given to groups who agree to meet during the 2009-2010 academic year to investigate a particular problem or topic to improve teaching and learning for undergraduate students at the University. Short narrative proposals (3-5 pages) should describe goals and expected outcomes, outline a plan of work or study, identify participants, and estimate costs in a detailed budget.

Funds may be used for consultant or speaker fees, books, subscriptions, and other materials, videoconferences, travel to other higher education institutions or conferences, and photocopying. Funds may not be used for stipends to UMaine staff or students or for food. All funded groups will be asked to provide a report of what they did and learned within two months after the funded activity is completed (or by September 1, 2010), and to share their findings with others through one of the Center for Teaching Excellence's venues in AY 2010-2011 or by publishing or presenting at an appropriate professional conference. *All purchases must be completed by May 1, 2010.*

A faculty committee will read proposals and will look favorably on those that:

- connect to identified campus priorities (e.g., diversity, assessment, active learning, technology);
- articulate significant goals and promise significant outcomes from the project on student learning; and either
- include a diverse group of participants, ideally including members from different colleges or units, with a mix of faculty, staff, and students (undergraduate or graduate), and at least one person who is new to UMaine (that is, here for three years or fewer), OR
- focus on a major project for one academic unit, with significant faculty participation and promise of benefits to students.

The group should identify a primary contact person responsible for staying in touch with the Center and for filing financial and final reports. The Center for Teaching Excellence will transfer expenses but will not manage purchases, so we ask that each group identify a staff person trained in UMaine billing and purchasing procedures to manage purchasing/budget and liaise with Gail Agrell in our office. We ask that this person and the chair of the unit involved write letters of commitment and file the proposal and related correspondence for future reference.

Please call the Center for Teaching Excellence (581-3472) if you have questions. Proposals must be submitted in *four copies* by **October 15, 2009**, c/o Gail Agrell, CTE, 212 Crossland Hall.

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