



FACULTY OF ENGINEERING AND APPLIED SCIENCE  
**Dean's Educational Enhancement Grant  
Program – Fall/Winter 2018**

## Program overview

Dean's Educational Enhancement Grants are intended to enhance the learning environment in the Faculty of Engineering and Applied Science at both the undergraduate and graduate level. All instructors who teach courses in any of the graduate or undergraduate engineering programs are eligible to apply. Priority will be given to proposals that impact large numbers of students. Team applications are also welcome. **The project must have all funds spent or committed by April 2019**, though work can continue past April 2019. Applications should be sent to Tracy Brons ([eng.deanacad.admin@queensu.ca](mailto:eng.deanacad.admin@queensu.ca)) and will be reviewed and allocated on a rolling basis (i.e. decisions will be made as applications come in).

Note that the support of the Engineering Teaching and Learning Team (ETLT) is available on an as-needed basis through direct communication with Eric Tremblay, and does not require cost recovery or a grant in support.

## Support levels

All funded grants will receive support from the Engineering Teaching and Learning Team (ETLT). Additionally, they will receive funding as described below. If you have a request that does not fit within the three categories below, please contact the Associate Dean (Teaching and Learning) at [brian.frank@queensu.ca](mailto:brian.frank@queensu.ca).

- A. **Innovation Seeding Grant** (up to \$5,000 plus support from ETLT): This program is intended to allow an instructor(s) to implement a new innovation in their course(s). The application is 1-2 paragraph describing the innovation, including why it will likely improve student learning, with a requirement to summarize the outcome at the conclusion of the pilot. Support from the Engineering Teaching and Learning Team for Innovation Seeding Grants include ~20 hrs of Instructional Designer and ~20 hrs of Multimedia Support Analyst contribution.
- B. **Course Development Grant** (up to \$20,000 plus support from ETLT): This program is for significant course redesign, or multiple course redevelopment. The application is up to five pages including description of the goal, evidence that it will likely lead to an improved student learning experience, and how the

initiative will be assessed. The proposal must be supported by the department head. Support from the Engineering Teaching and Learning Team for Course Redevelopment Projects include ~10 hrs of Educational Developer, ~150 hrs of Instructional Designer/Project Manager, and ~150 hrs of Multimedia Support Analyst contribution.

- C. **Program Development Grant** (over \$20,000 plus support from ETLT): This program is intended to provide support to a department looking to do substantial transformation of a degree program, or development of a new program. The application is up to five pages including description of the goal, evidence that it will likely lead to an improved student learning experience, evidence of support across the department, description of how the project will be led, and how the initiative will be assessed. New programs must already have an approved financial plan for ongoing operations approved by the Department Head and Dean.

## **Impact on annual performance review**

Significant course redevelopment often leads to some decrease in student satisfaction in the short term. The dean will take this into account when conducting annual performance reviews for instructors involved in course redesign, and participation in this program will be recognized as evidence of curriculum development.

## **Application Instructions**

Applications should be sent to Tracy Brons ([eng.deanacad.admin@queensu.ca](mailto:eng.deanacad.admin@queensu.ca)) and **will be reviewed and allocated on a rolling basis.**

- A. **Innovation Seeding Grants** (up to \$5,000 + Engineering Teaching and Learning Team support)

Members of the Engineering Teaching and Learning Team may assist with some areas of the application. The application should include:

- Applicant name(s), appointment, and department
- A 1-2 paragraph description of the innovation to be piloted including the course involved, goal, timeline, and how the funds will be used.
- Include a statement acknowledging that a 1-page summary of the outcomes of the project will be submitted at the conclusion of the project and disseminated to other potentially interested people.

- B. **Course Development Grants** (up to \$20,000 + Engineering Teaching and Learning Team support)

The application should start with a meeting with the Associate Dean (teaching and learning) to discuss the project goals. Members of the Engineering Teaching and Learning Team may assist with some areas of the application, e.g. connecting project ideas to past research in engineering education, effective pedagogical approaches, and the impact assessment. The application is a document of up to five pages that includes the following items:

- Applicant name(s), appointment, and department, including the name of the primary contact if this is a group proposal
- Description of the project goal and evidence that the project will likely lead to an improved student learning experience, including increased accessibility. The redevelopment initiative must not result in a heavier workload for students, so new learning activities must be offset by other activities removed from the course/program. Describe the roles of any other personnel involved in the proposed project (e.g. librarians, TAs, post-docs, etc.)
- Description of how the initiative aligns with university and departmental teaching priorities, including National Survey of Student Engagement (NSSE) engagement indicators
- Describe the project timeline and detailed budget breakdown. Also describe any overlap with other funding sources and any in-kind support provided by the department, if applicable.
- Describe how the impact of the initiative will be assessed
- Include a support letter from the department head
- Include a statement acknowledging that a 2-5 page report of the outcomes of the project will be submitted at the conclusion of the project. The report should outline how the funds were spent, description of the revised learning activities, and impact of the initiative on the student learning experience. The applicant(s) will also identify how they will disseminate key outcomes of the project within Queen's, and more broadly if appropriate.

**C. Program Development Grants** (over \$20,000 + Engineering Teaching and Learning Team support)

The application should start with a meeting with the Associate Dean (teaching and learning) to discuss the project goals. Members of the Engineering Teaching and Learning Team may assist with some areas of the application, e.g. connecting project ideas to past research in engineering education, effective pedagogical approaches, and the impact assessment. The application is a document of up to five pages that includes the following items:

- Lead applicant name(s), appointment, and department

- Description of the support from the department, and how the project will be led
- Description of the project goal and evidence that the project will likely lead to a quality student learning experience. The redevelopment initiative must not result in a heavier workload for students, so any additional learning activities must be offset by other activities removed from the courses/program. Describe the roles of any other personnel involved in the proposed project (e.g. librarians, TAs, post-docs, etc.)
- Description of how the initiative aligns with university and departmental teaching priorities, including National Survey of Student Engagement (NSSE) engagement indicators
- Describe the project timeline and detailed budget breakdown. Also describe any overlap with other funding sources and any in-kind support provided by the department, if applicable.
- Describe how the impact of the initiative will be assessed
- Include a support letter from the department head, clearly outlining the departmental support and their vision for the redevelopment project. For new programs the letter must also detail financial plans for on-going operating costs that have been approved by the Dean.
- Include a statement acknowledging that a 2-5 page report of the outcomes of the project will be submitted at the conclusion of the project (this can also be developed with support from the Teaching and Learning Team). The report should outline how the funds were spent, description of the revised learning activities, and impact of the initiative on the student learning experience. The applicant(s) will also identify how they will disseminate key outcomes of the project within Queen's, and more broadly if appropriate.

## Criteria

Applications will be evaluated on the basis of the criteria above. Some will be reserved for junior faculty.

This program is not intended to support purchase of IT equipment (tablets, laptops, smartphones), or laboratory equipment or consumables. If there are special needs for technology to support the project please discuss with the Associate Dean (Teaching and Learning).

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