

A C A D E M I C    S E N A T E  
O F  
C A L I F O R N I A    S T A T E    U N I V E R S I T Y  
S A C R A M E N T O

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Minutes

Issue #16

March 16, 1989

**ROLL CALL**

**Present:**    Bach, Barrena, Brackmann, Burger, Cook, Cross,  
Decious, Dillon (Parliamentarian), Farrand, Figler,  
Freund, Herman, Holl, Jakob, Kando, Kutchins, Marsh,  
Martin, John Maxwell, McGeary, Mills, Moon, Rios,  
Rodriguez, Shannon, Shek, Sullivan, Torcom, Vadhva,  
Wheeler, White

**Absent:**    Beckwith, Cordero, Haq, Humphrey, Jirgens, Meyer,  
Moore, Palmer, Rice, Scheel, Stroumpos, Swanson,  
Tooker, Tzakiri, Wycosky

**INFORMATION**

The first hour of the meeting was devoted to a discussion with members of the General Education External Review Team:

Dr. Herman Blake, Professor of Sociology, Swarthmore  
College  
Dr. Jim Jarrett, Professor Emeritus of Education,  
U.C. Berkeley  
Dr. Anita Silvers, Professor of Philosophy,  
San Francisco State

**ACTION ITEMS**

AS 89-20/Flr.    COMMITTEE ON COMMITTEES--ELECTION OF SCHOOL  
REPRESENTATIVES

The Academic Senate elects the following to serve as the school representatives on the 1989-90 Committee on Committees:

SCOTT FARRAND, Senator, School of Arts and Sciences  
IRVING HERMAN, Senator, School of Business  
DIANE CORDERO, Senator, School of Education  
JOEL MOORE, Senator, School of Engineering and Computer Science  
PHYLLIS MILLS, Senator, School of Health and Human Services

Carried.

AS 89-21/FPDC, EX. MINI-GRANT PROGRAM, 1989-90

The Academic Senate approves the revised Mini-Grant Program for 1989-90 [program description, application instruction and forms, charge to school-based faculty professional development committees, and evaluation and reporting forms].

\*AS 89-22/FPCD, Ex. MINI-GRANT FUNDS, ALLOCATION OF 1989-90

The Academic Senate adopts the following recommendation on the allocation of funds for the 1989-90 Mini-grant program:

Since the exact allocation of available funds for the next cycle of the Mini-grant program is still unknown, the Academic Senate recommends that (up to the level of funding for 1988-89) the dollars expected to be available for mini-grant funding during the 1989-90 academic year be allocated to the eligible program centers in the following manner:

1. The Student Affairs and Athletics program centers be allocated a total of \$6,332. These funds are to be administered through the office of the Vice President for Academic Affairs.
2. The Library be allocated a total of \$7,332. These funds are to be administered by the Library's Faculty Professional Development Committee.
3. The remaining dollars be allocated to the five schools, based on the proportional FTEF for each school.

AS 89-23/PCP, Ex. "STATE-FUNDED" (PCP) RESEARCH, SCHOLARSHIP AND CREATIVE ACTIVITY PROGRAM--IMPLEMENTATION OF 1989-90

*See agenda attachments B & C - 1/16/89 minutes*  
The Academic Senate approves the revised "State Funded" (PCP) Research, Scholarship and Creative Activity Program for 1989-90 [program description, application instruction and forms, and evaluation and reporting forms].

\*AS 89-24/PCP, Ex. "STATE FUNDED" (PCP) RESEARCH, SCHOLARSHIP AND CREATIVE ACTIVITY PROGRAM--1989-90 CSUS ALLOCATION PLAN FOR

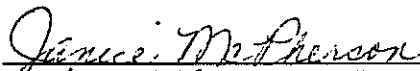
The Academic Senate adopts the following recommendation on the allocation of funds for the 1989-90 "State Funded" Research, Scholarship and Creative Activity program:

Although the funding for the PCP for Funded Research, Scholarship and Creative Activity is uncertain at this time, the Academic Senate recommends that the funds that ultimately

become available for this program be allocated in the following manner:

1. one Semester Leave be funded, for the Spring semester of 1990; and,
2. the remaining funds be distributed between the two remaining programs (SCA Grants and Summer Fellowships) in the same manner as used in the last cycle; i.e., forty percent of the remaining funds be allocated to the SCA Grant program and sixty percent to the Summer Fellowship program.
3. In the event that there are residual funds in either the SCA Grant program or the Summer Fellowship program, these funds should be applied to the other program.

The meeting was adjourned at 4:37 p.m.

  
Janice McPherson, Secretary

\*President's approval requested.

Project Administration:

1. The Vice President for Academic Affairs, upon the recommendation of the Academic Senate, will issue the call for proposals and establish the University calendar for Mini-Grants.
2. Applications for projects may come from individuals or from groups. However, the funding limit (i.e., \$3,666) applies to each proposal and the assigned-time limit of 3 units during one academic year applies to each faculty member.
3. School-based Faculty Professional Development Committees are charged with carrying out the appropriate reviews of the proposals, recommending proposals for funding, collecting and evaluating final reports and reporting their findings in a year-end report to the Senate Faculty Professional Development Committee.
4. The School-based Faculty Professional Development Committee will review the proposer's grant history of completion and reporting and the review will be considered in the determination of the current grant awards.
5. The School-based Faculty Professional Development Committee will forward its recommendations regarding funding of the proposals to the Dean of the school, who will award the grants.
6. Student Affairs and Athletics Program Center faculty should contact the office of the Vice President for Academic Affairs for information.

Calendar

March	17, 1989	- Grant applications distributed
April	14, 1989	- Last day to submit grant application to appropriate School Faculty Professional Development Committee
May	4, 1989	- Last day for School Faculty Professional Development Committee to forward recommendations to School's Dean
		- School Faculty Professional Development Committee forwards the Summary of Mini-Grant Proposals Evaluated to the Senate Faculty Professional Development Committee
June	30, 1990	- Grant Completion deadline; i.e., funds must be expended by this date
		- Deadline for submitting Final Report to School Faculty Professional Development Committee

- 1 From the Introduction to Faculty Professional Development: A CSUS Investment in Professional Growth, adopted by the Academic Senate, April 21, 1988.
- 2 If remuneration results from the project, the grant recipient shall refund to the issuing school an amount equivalent to the remuneration. The refund, however, shall not exceed the amount of the grant.

**MINI-GRANT PROGRAM**  
for  
Academic Year 1989-90

Program Objective:

The aim of this grant program is to encourage the development of projects which "are intended to provide faculty members with opportunities to increase their effectiveness as teachers and scholars and also their professional satisfaction."(1) Individual faculty members are the primary beneficiaries of the mini-grant awards. It is possible that additional benefits may accrue to the faculty member's unit as a by-product of the project.

Eligibility:

Probationary and tenured faculty, FERP faculty during the period of employment, and athletics program center faculty are eligible to apply for Mini-Grants of assigned time and/or money. Student service professionals are eligible to apply for monetary grants only.

Temporary faculty, whether full-time or part-time, are not eligible to apply for assigned time. They may, however, apply for Mini-Grants to cover project expenses.

An individual faculty member may receive no more than a total of 12 units of assigned time per year and no more than 9 wtu's in any one semester from any one or combination of the faculty professional development programs offered in 1989-90 (e.g., Research Awards Program, Travel Grants for In-State, etc.).

Guidelines and Priorities:

Grants ranging from \$100 to a maximum of \$3,666 (or the funding equivalent of three units of assigned time plus \$500) per project may be used to cover expenses for activities in the categories listed below.(2) Although more than one project proposal may be submitted, the total award for an individual may not exceed 3 units plus \$500.

1. **Creative Pedagogy:** Activities designed to support and develop new methods/strategies related to teaching excellence. (Examples include but are not limited to the following: workshops, travel, text books, manuals, visual aids, computer-assisted instructions, honors programs.)
2. **Currency and Career Enhancement:** Activities designed to support individuals in the acquisition of new knowledge and capacities and/or greater expertise in discipline-based activities. (Examples include but are not limited to the following: course work, seminars, workshops, conference travel, software, study time, on-site visitations, library searches, faculty-on-loan programs.)

APPLICATION INSTRUCTIONS

MINI-GRANTS

Academic Year 1989-90

Complete the application using the enclosed cover page and following the format described below. Sign and date your proposal, secure your Department Chair's signature to indicate that he/she has been informed of the proposal, and send an informational copy to your Dean. Submit two copies to your school's Faculty Professional Development Committee absolutely no later than April 14, 1989. For additional information, contact your school's Faculty Professional Development Committee representatives.

Format for Writing the Proposal

Part I: (for evaluation)

A. Narrative:

The narrative should be a detailed statement of the work to be undertaken, not to exceed two double-spaced pages, and should include the following:

1. State the scope and nature of the proposed project.
2. Explain how the project provides faculty member(s) with opportunities to increase their effectiveness as teachers and scholars by addressing one of the following alternatives:
  - a. Creative Pedagogy: Activities designed to improve the interaction of teachers and students and to develop new methods/strategies related to teaching excellence.
  - b. Currency and Career Enhancement: Activities designed to support individuals in the acquisition of new knowledge and capacities and/or greater expertise in discipline-based activities.

B. Time and Resources:

1. Demonstrate (in one page or less) that the proposed project is realistically attainable within the prescribed time limit by describing the method of accomplishing the proposed project and the types of resources needed.

B. Time and Resources (continued):

2. On the attached budget page, provide a detailed budget of the resources needed (e.g., assigned time, operating expenses, student assistant/clerical costs, etc.). Use the standard costs listed below for calculating the costs of the budgeted items. If your project requires expenditures above these limits, please provide an explanation of the additional requests.

Standard Costs	
Assigned time.....	\$ 1,055.00 @ unit
Student Assistant rate	\$ 4.25-7.25 @ hour
In-state per diem.....	\$ 34.00 @ day
Out-of-state per diem.	\$ 35.50 @ day

Note: Requesting funds for faculty salaries other than assigned time, or for equipment and/or brochures is not an appropriate use of the funds.

C. Appropriateness of Faculty:

Describe, in one page or less, how applicant(s) background, experience and/or current interests relate to the proposed project.

Part II: (for information only)

If this application for funding or assigned time has been made to any other program for this project, provide the specifics of such application and how this Mini-Grant proposal differs and/or complements the other(s).

In addition, mini-grant recipients with projects involving the use of humans or other animals as subjects will be required to verify that the proposed research conforms to the University guidelines for protection of human and animal subjects. It will be necessary to provide a copy of the Committee for the Protection of Human Subjects or Animal Care and Use Committee's clearance for the proposed research before funds will be released for the mini-grant.

Mini-Grant Proposal  
APPLICATION COVER PAGE

MINI-GRANTS  
Academic Year 1989-90  
Budget Page

for  
Academic Year 1989-90

Project Title:

Submitted by: Name(s):

Department:

Mailing address after Friday, May 26, 1989

This request is for  Fall semester  Spring semester

Project requires Committee for the Protection of Human Subjects or Animal Care and Use Committee's approval - Yes

An informational copy of this application has been sent to my school's Dean.

Yes  No

Signature(s) of the Applicant(s) \_\_\_\_\_ Date \_\_\_\_\_

I have been given a copy of the proposal and acknowledge that it is being submitted for funding consideration.

Signature of Department Chair \_\_\_\_\_ Date \_\_\_\_\_

3/7/89

- 1. Equipment: Item Cost
- 2. Office Supplies: Item Cost
- 3. Materials/Supplies: Item Cost
- 4. Student Assistants: Total Hours Rate of Pay Cost
- 5. Clerical Assistants: Total Hours Rate of Pay Cost
- 6. Fringe Benefits: Cost  
(Multiply total cost of student and clerical assistants needed by 12%)
- 7. Photocopying: Number of Pages Number of Copies Cost p. page Cost
- 8. Travel: Destination Type & Cost of Transportation Other Expenses Itemize Cost
- 9. Other: Cost

Total Dollar Amount Requested: \$ \_\_\_\_\_

MINI-GRANT PROGRAM

1985-90

Final Report

Project Title:

Submitted by: Name(s):

Department:

1. In terms of the grant category (Creative Pedagogy or Currency and Career Enhancement), describe the benefits derived from the funded project. (Limit to two pages.)
2. Explain how you utilized the grant time and/or resources to accomplish the project activity (include detailed expense accounting of funds used). (Limit to two pages.)

Proposal # \_\_\_\_\_

MINI-GRANT PROGRAM REVIEWER RATING FORM

You are asked to rate the accompanying proposals on a numerical scale. Further, there is a space for written comments for each criterion. Please make sure you offer some evaluative comments in each section. These will be compiled and re-typed (for anonymity) and made available on request to applicants who are not selected for the program.

Project requires Committee for the Protection of Human Subjects or Animal Care and Use Committee's approval - Yes

If reviewers feel a proposal does NOT meet the Mini-Grant guidelines, then reviewers should mark the proposal low on the rating scale.

Criterion I: Proposal's Potential to Increase Faculty Effectiveness as Teachers and Scholars. (60%) Evaluate the overall strength of the proposal in terms of its potential to accomplish one of the following alternatives:

1. Creative Pedagogy: Activities designed to improve the interaction of teachers and students and to develop new methods/strategies related to teaching excellence.
2. Currency and Career Enhancement: Activities designed to support individuals in the acquisition of new knowledge and capacities and/or greater expertise in discipline-based activities.

Weak	2	3	4	5	6	Strong
1						7

Criterion II: Proposal's Feasibility in Terms of Time and Resources. (20%)

Evaluate the method of accomplishing the project in relation to the categories of resources requested (e.g., time allotment to tasks; budget to proposal's demands and needs).

Weak	2	3	4	5	6	Strong
1						7

Criterion III: The Appropriateness of the Faculty to the Project. (20%)

Evaluate how well the applicant's background, experience and/or current interest relate to this project.

Weak	2	3	4	5	6	Strong
1						7

Criterion I: Proposal's Potential to Increase Faculty Effectiveness as Teachers and Scholars. (60%)

Comment:

[Empty box for comment]

Criterion II: Proposal's Feasibility in Terms of Time and Resources. (20%)

Comment:

[Empty box for comment]

Criterion III: The Appropriateness of the Faculty to the Project. (20%)

Comment:

[Empty box for comment]



**SUMMARY OF MINI-GRANT PROPOSALS EVALUATED**

for \_\_\_\_\_  
(School)

during Academic Year 19\_\_\_\_ - \_\_\_\_

**MINI-GRANT PROGRAM**  
for  
Academic Year 1989-90

**Charge to School Committees**

The campus commitment to Faculty Professional Development programs has been growing annually. It is expected that for the academic year, 1989-90, a minimum of \$175,000 will be available for the Mini-Grant Program. Responding to the need for school-based involvement in faculty professional development activities, the Senate has approved a Mini-Grant Program, developed by the Senate Faculty Professional Development Committee, which will be administered by the several School Deans with the advice of a school-based Faculty Professional Development Committee. The Senate FPD Committee has developed a program description of the Mini-Grant Program including the application forms, reviewers' rating forms, final report forms and timelines appropriate for this year's funding cycle. In addition, university-wide funding categories and priorities have been established which the School Faculty Professional Development Committees are expected to honor. Note: This is intended as a merit review program, not as a proportional allocation to all applicants.

The responsibilities of the School Faculty Professional Development Committee, regarding this program, are:

1. To collect, review and evaluate Mini-Grant applications. The evaluation process will use the instrument developed by the Senate FPD Committee and approved by the Senate, resulting in a recommended list of grants.
2. To consider eligibility: if reviewers feel a proposal does not meet the Mini-Grant guidelines, then reviewers should mark the proposal low on the rating scale.
3. To forward the list of recommended grants to the appropriate School Dean, who will award the grants.
4. To provide feedback to proposal writers, on request, in the form of a summary of the reviewer comments.
5. To inform the Senate FPD Committee of its activity using the enclosed Summary of Mini-Grant Proposals Evaluated.
6. To distribute, collect and evaluate a final report (see attached) from each grant recipient and to provide the Senate FPD Committee with a year-end report.

Title of Mini-grant Proposal	\$	a	b	c

\$ = Amount of money requested in the Mini-Grant proposal.  
a = Enter the number of assigned-time units requested.  
b = Overall category the Mini-Grant reflects: Where P=Creative Pedagogy and C=Currency and Career Enhancement.  
c = Did the School Faculty Professional Development Committee recommend approval of the proposal? Enter Yes or No.

Proposal # \_\_\_\_\_

**SUMMER FELLOWSHIP PROGRAM**

**REVIEWER RATING FORM**

You are asked to rate the accompanying proposal on a numerical scale. Further, there is a space for written comments on the back of this form. Please make sure you offer some evaluative comments in each section. These will be compiled and re-typed (for anonymity) and made available, on request, to applicants who are not selected for the program.

**Criterion I: Strength of the Proposed Project (70%)**

- a. The proposal demonstrates, as directly as possible, the link between the proposed activity and the development of student learning and courses.
- b. The project proposed is significant to the proposer's academic discipline and meets the objectives of the Summer Fellowship program including:
  - recognizing the need to encourage and support probationary faculty, particularly those in disciplines with few outside resources to support research, creative and scholarly activity;
  - complementing and promoting the affirmative action and educational equity goals of the CSU system.
- c. The approach/methodology is sound, defensible and feasible within the time requested and with the resources described.

Weak	2	3	4	5	6	7	8	9	Strong
1									

**Criterion II: Potential for Completing the Project (20%)**

Evaluate the evidence of potential to complete the effort as demonstrated by either:

- a. the recent scholarly or creative accomplishments that are directly related to the proposal
- OR
- b. the description of preparatory work already completed.

Weak	2	3	4	5	6	7	8	9	Strong
1									

**Criterion III: The Plan for Disseminating Results (10%)**

Evaluate the plans for disseminating the resulting scholarly product in the context of public reporting to the applicant's peers.

Weak	2	3	4	5	6	7	8	9	Strong
1									

**Criterion I: Strength of the Proposed Project (70%)**

Comment:

**Criterion II: Potential for Completing the Project (20%)**

Comment:

**Criterion III: The Plan for Disseminating Results (10%)**

Comment:

Cover Page  
APPLICATION FOR SUMMER FELLOWSHIP PROGRAM  
for  
Summer, 1990

Project Title:

Submitted by: Name:

Department:

Project requires Committee for the Protection of Human Subjects or  
Animal Care and Use Committee's approval - Yes

Current faculty status:

probationary  tenured

Length of Summer Fellowship Requested

1 month  2 months

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Department Chair:

I have been given a copy of the proposal and acknowledge that it is  
being submitted for consideration in the Summer Fellowship Program.

\_\_\_\_\_  
Signature of Department Chair

\_\_\_\_\_  
Date

Dean of School:

I have been given a copy of the proposal and acknowledge that it is  
being submitted for consideration in the Summer Fellowship Program.

\_\_\_\_\_  
Signature of School Dean

\_\_\_\_\_  
Date

Format for Writing the Proposal (continued)

**proposal format:** Applicants are to use the specified format in submitting proposals. The written language of proposals should conform to the "Guidelines for Nonsexist Language in APA Journals" found in the Publication Manual of the American Psychological Association or other style manuals. Copies of the APA manual are available in the University Library.

**Calendar**

Deadline for submitting proposal.....Moon, Friday, April 14, 1989  
 Committee recommendation forwarded.....Friday, April 28, 1989  
 Summer Fellowships awarded.....Monday, May 1, 1989  
 Final Report due to PCP Committee.....Friday, August 11, 1989

**Application Format:** Complete the application using the enclosed cover page and following the format described below. Proposals should be written in nonsexist language. Sign and date your proposal, secure the signature of your Department Chair and Dean, then make fourteen copies of it. Give the Chair and Dean one copy each and submit the original and twelve copies in a manila envelope to the Chair of the Committee for Funded Research, Scholarship and Creative Activity, Office of the Vice President for Academic Affairs, by Noon, Friday, April 14, 1989.

Format for Writing the Proposal**I. Project Description**

This narrative should be a detailed statement of the work to be undertaken, not to exceed three double spaced pages, and should include statements on the following:

- A. Background: begin with a short synopsis of the relevant historical background and the importance of the activity to the academic field of interest.
- B. Specific Goal of the Work: describe how you expect this activity or its results to affect the status of student learning at this institution.
- C. Methodology or Approach: describe the methodology or approach that will be used concisely and specifically.
- D. Feasibility: is the project realistically attainable within the fellowship time requested?

**II. Potential for Completing the Project**

The program is designed to encourage both experienced researchers and those who are new scholars or who are initiating new scholarly activity. In this section, which is not to exceed one page, please give evidence of:

- A. Recent scholarly or creative accomplishments that are directly related to the proposal  
OR
- B. A description of preparatory work already completed, such as the development of a comprehensive bibliography of relevant material or the acquisition of abilities essential for completing the project.

**III. Plan for Disseminating Results (not to exceed one-half page)**

Describe how you expect to share the results with peers.

- IV. A brief statement of what support services (such as clerical assistance, equipment, computer time, travel, etc.) will be necessary and how will they be funded? Reminder: the Summer Fellowship only funds your time and does not include expenses incurred.

**V. Special Considerations:**

If application for funding or assigned time has been made to any other program for this project, provide the specifics of such application and how the Summer Fellowship proposal differs from and/or complements the other(s).

In addition, fellowship recipients with projects involving the use of humans or other animals as subjects will be required to verify that the proposed research conforms to the University guidelines for protection of human and animal subjects. It will be necessary to provide a copy of the Committee for the Protection of Human Subjects or Animal Care and Use Committee's clearance for the proposed research before funds will be released for the fellowship.

## SUMMER FELLOWSHIP PROGRAM

## Summer Fellowship Program Description

The Summer Fellowship Program is one of the three programs expected to be funded in the 1989/90 fiscal year by the State of California to encourage and support efforts in research, scholarship and creative activity. This program provides summer stipends of one or two months to inaugurate, continue, or complete a project of creative scholarship or research.

**Program Objective:** This program is intended to ensure that faculty remain current in their disciplines, pursue new ways to enrich student learning and contribute to knowledge that will strengthen California socially, culturally and economically. In addition, the program recognizes the need to encourage and support probationary faculty, particularly those in disciplines with few outside resources to support research, creative and scholarly activity. Finally, the program is intended to complement and promote the affirmative action and educational equity goals of the CSU system.

### Guidelines

**Eligibility:** All full-time probationary and tenured CSU faculty are eligible to apply for the Summer Fellowship. The program is viewed as being particularly beneficial to probationary faculty and they will be given preference in the awarding of the fellowships.

**Appropriate Scholarly Activities:** The fellowship must be used for the development or completion of a significant effort in the applicant's discipline. Appropriate scholarly activities include:

- critical investigation, experimentation, or analysis leading to the discovery or creation of new facts, theories or interpretations;
  - significant revisions and/or new applications of already existing theories, or the synthesis of multiple theories or interpretations;
  - the practical applications of such new or revised conclusions, or contributions to the linkage of theory and practice in a discipline;
  - creation of new works of art; e.g., visual, musical, literary, performance, or project.
- The effort must result in a "product" which can be publicly reported and shared with others.

**Evaluation Criteria:** The proposals received will be evaluated using the following criteria:

1. Strength of the Proposed Project (70%)
  - a. The proposal demonstrates, as directly as possible, the link between the proposed activity and the development of student learning and courses.
  - b. The project proposed is significant to the proposer's academic discipline and meets the objectives of the Summer Fellowship program including:
    - recognizing the need to encourage and support probationary faculty, particularly those in disciplines with few outside resources to support research, creative and scholarly activity;
    - complementing and promoting the affirmative action and educational equity goals of the CSU system.
  - c. The approach/methodology is sound, defensible and feasible within the time requested and with the resources described.

2. Potential for Completing the Project (20%)

The proposed project is expected to be completed within the time period requested. Since the proposed project may relate to current efforts on the part of the proposer or may involve the initiation of new efforts, evidence of potential to complete the effort can be demonstrated by:

- a. Recent scholarly or creative accomplishments that are directly related to the proposal
- OR
- b. A description of preparatory work already completed, such as the development of a comprehensive bibliography of relevant material or the acquisition of abilities essential for completing the project.

3. Plan for Disseminating Results (10%)

The specified plans for sharing the resulting scholarly product in a context of public reporting to peers are appropriate and feasible.

The Award: Summer Fellowships are subject to the following qualifications:

1. The beginning date of the fellowship will be no earlier than the official close of the spring semester and within the 1989-90 fiscal year. The closing date must be prior to the official opening date of the Fall, 1990 semester.
2. The length of the fellowship may be only one or two months. No other time periods are allowable.
3. Stipends for the term of the fellowship will be provided to faculty at the beginning of the term of the fellowship.
4. Faculty awarded a summer fellowship under this program may accept no additional employment funded by the CSU or CSU auxiliaries during the specified term of the summer fellowship.
5. The summer fellowship stipend will be equivalent to the faculty member's monthly salary in effect at the close of the 1989/90 academic year.

**Final Report:** The applicant agrees to submit a final report describing the work accomplished to the PCP Committee or its designee by August 31, 1990.

**Project Administration:** Application instructions are provided below. The proposals will be reviewed and ranked by the PCP Committee. The numerical results for each proposal will be tabulated and the median score determined. Using the median score, the proposals will be ranked in order. The committee's final recommendation will be based only on the ranked results. Copies of reviewer comments will be available in summarized and transcribed form on request from the Office of the Vice President for Academic Affairs after the selection process has been completed.

**Project Administration:** Application instructions are provided below. The proposals will be reviewed and ranked by the PCP Committee. The numerical results for each proposal will be tabulated and median score determined. Using this median score, the proposals will be ranked in order. The committee's final recommendation will be based only on the ranked results. Copies of reviewer comments will be available in summarized and transcribed form on request from the office of the Vice President for Academic Affairs after the selection process has been completed.

**Format:** Applicants are to use the specified format in submitting proposals. The written language of proposals should conform to the "Guidelines for Nonsexist Language in APA Journals" found in the Publication Manual of the American Psychological Association or other style manuals. Copies of the APA manual are available in the University Library.

**Application Format:** Complete the application using the enclosed cover page and following the format described below. Proposals should be written in nonsexist language. Sign and date your proposal, secure the signature of your Department Chair and Dean, then make fourteen copies of it. Give the Chair and Dean one copy each and submit the original and twelve copies in a manila envelope to the Chair of the Committee for Funded Research, Scholarship and Creative Activity, Office of the Vice President for Academic Affairs, by Noon, Friday, April 14, 1989.

#### Format for Writing the Proposal

##### I. Project Description

This narrative should be a detailed statement of the work to be undertaken, not to exceed three double spaced pages, and should include statements on the following:

- A. Proposed Activity: begin with a statement of the proposed activity, followed by a short synopsis of the relevant back-ground and a discussion of the importance of the full project to the academic field of interest.
- B. Specific Goal of the Work: describe how you expect this activity or its results to affect the status of student learning at this institution.
- C. Methodology or Approach: concisely and specifically describe the methodology or approach that will be used.
- D. Feasibility: is the project realistically attainable with the funding requested?

##### II. Potential for Developing the Project (not to exceed one page)

The program is designed to provide "seed" money to fund a portion of an extended project. Please explain or include:

- A. the structural relationship of the proposed activity to the larger project.
- B. a description of preparatory work already completed, such as the development of a comprehensive bibliography of relevant material or the acquisition of abilities essential for completing the project.
- C. the expected sources of support to complete other phases of the project.

##### III. Plan for Disseminating Results (not to exceed one-half page)

Describe how you expect to share the results with peers.

##### IV. A detailed budget of how the SCA Grant funds will be used.

##### V. Special Considerations:

If application for funding or assigned time has been made to other programs for this project, provide the specifics of such application and how the SCA Grant proposal differs from and/or complements the other(s).

In addition, grant recipients proposing to use humans or other animals as subjects must verify that the proposed research conforms to University guidelines for the protection of human and animal subjects. It will be necessary to provide a copy of the clearance from the Committee for the Protection of Human Subjects or Animal Care and Use Committee for the proposed research before funds for the grant will be released.

The Scholarly/Creative Activities Grant Program is one of three programs founded in the 1989/90 fiscal year by the State of California to encourage and support efforts in research, scholarship and creative activity. This program allows faculty to test promising ideas and obtain preliminary results prior to seeking external support for an activity. These grants should be perceived as "seed" money and could be used to buy adequate computer time, to pay for undergraduate and graduate students to function as research assistants, to purchase secretarial assistance for typing manuscripts and proposals, or to purchase assigned time. The maximum value of the grants in this program is \$5,000.

**Program Objective:** This program is intended to ensure that faculty remain current in their disciplines, pursue new ways to enrich student learning and contribute to knowledge that will strengthen California socially, culturally and economically. In addition, the program recognizes the need to encourage and support non-tenured faculty, particularly those in disciplines with few outside resources to support research, creative and scholarly activity. Finally, the program is intended to complement and promote the affirmative action and educational equity goals of the CSU system.

#### Guidelines

**Eligibility:** All temporary, probationary and tenured CSUS faculty are eligible to apply for the Scholarly/Creative Activities Grants. The program is viewed as being particularly beneficial to newer faculty and they are strongly encouraged to take advantage of the opportunity. Temporary faculty are only eligible for monetary awards.

**Appropriate Scholarly Activities:** The grant must be used for the development of a significant effort in the applicant's discipline.

Appropriate scholarly activities include

- critical investigation, experimentation, or analysis leading to the discovery or creation of new facts, theories or interpretations;
- significant revisions and/or new applications of already existing theories, or the synthesis of multiple theories or interpretations;
- the practical applications of such new or revised conclusions, or contributions to the linkage of theory and practice in a discipline;
- creation of new works of art; e.g., visual, musical, literary, performance, or project.

The effort must lead to a "product" which can be publicly reported and shared with others.

**Evaluation Criteria:** The project proposals received will be evaluated using the following criteria:

1. Strength of the Proposed Project (70%)
  - a. The proposal demonstrates, as directly as possible, the link between the research, creative and scholarly activity and the development of student learning and courses.

- b. The project proposed is significant to the proposer's academic discipline and meets the objectives of the SCA Grant program including:
  - recognizing the need to encourage and support nontenured faculty, particularly those in disciplines with few outside resources to support research, creative and scholarly activity;
  - complementing and promoting the affirmative action and educational equity goals of the CSU system.
- c. The approach/methodology is sound, defensible and feasible with the resources budgeted and time available.

2. Potential for Developing the Proposed Effort (20%)
 

Evidence of potential to develop the effort as demonstrated by:

  - a. the structural relationship of the proposed activity to the larger project.
  - b. the description of preparatory work already completed.
  - c. the expected sources of support to complete other phases of the project.

3. Plan for Disseminating Results (10%)

- a. The specified plans for sharing the resulting scholarly product in a context of public reporting to peers are appropriate and feasible.

**The Award:** The grants awarded will be selected from the proposals received by the PCP Committee, using the criteria specified above. The grant provides funds for the expenses involved in developing materials pursuant to acquiring external support for the activity and is limited to a maximum of \$5,000. It is possible for assigned time to be purchased with the funds available through this program.

**Final Report:** The applicant agrees to submit a final report describing the work accomplished to the PCP Committee or its designee by August 31, 1990.

#### Calendar

Deadline for submitting proposal.....Noon, Friday, April 14, 1989  
 Committee recommendation forwarded.....Friday, April 28, 1989  
 SCA Grants awarded.....Monday, May 1, 1989  
 Final Report due to PCP Committee.....Friday, August 31, 1990

Proposal # \_\_\_\_\_

**SCHOLARLY/CREATIVE ACTIVITIES GRANTS PROGRAM**

**REVIEWER RATING FORM**

You are asked to rate the accompanying proposal on a numerical scale. Further, there is space for written comments on the back of this form. Please make sure you offer some evaluative comments in each section. These will be compiled and re-typed (for anonymity) and made available, on request, to applicants who are not selected for the program.

**Criterion I: Strength of the Proposed Project (70%)**

- a. The proposal demonstrates, as directly as possible, the link between the research, creative and scholarly activity and the development of student learning and courses.
- b. The project proposed is significant to the proposer's academic discipline and meets the objectives of the SCA Grants program including:
  - recognizing the need to encourage and support nontenured faculty, particularly those in disciplines with few outside resources to support research, creative and scholarly activity;
  - complementing and promoting the affirmative action and educational equity goals of the CSU system.
- c. The approach/methodology is sound, defensible and feasible with the resources budgeted and time available.

Weak										Strong
1	2	3	4	5	6	7	8	9		9

**Criterion II: Potential for Developing the Project. (20%)**

Evaluate the evidence of potential to develop the effort as demonstrated by:

- a. the structural relationship of the proposed activity to the larger project.
- b. the description of preparatory work already completed.
- c. the expected sources of support to complete other phases of the project.

Weak										Strong
1	2	3	4	5	6	7	8	9		9

**Criterion III: The Plan for Disseminating Results (10%)**

Evaluate the plans for disseminating the resulting scholarly product in the context of public reporting to the applicant's peers.

Weak										Strong
1	2	3	4	5	6	7	8	9		9

**Criterion I: Strength of the Proposed Project (70%)**

Comment:

**Criterion II: Potential for Developing the Project (20%)**

Comment:

**Criterion III: The Plan for Disseminating Results (10%)**

Comment:



Cover Page  
APPLICATION FOR SCHOLARLY/CREATIVE ACTIVITIES GRANT  
for  
Academic Year, 1989-90

Project Title:

Submitted by: Name:

Department:

Project requires Committee for the Protection of Human Subjects or  
Animal Care and Use Committee's approval - Yes

This Grant Request is for: Fall Semester  Spring Semester

\_\_\_\_\_  
Signature of Applicant Date

Department Chair:

I have been given a copy of the proposal and acknowledge that it is  
being submitted for consideration in the Scholarly/Creative Activities  
Grant Program.

\_\_\_\_\_  
Signature of Department Chair Date

Dean of School:

I have been given a copy of the proposal and acknowledge that it is  
being submitted for consideration in the Scholarly/Creative Activities  
Grant Program.

\_\_\_\_\_  
Signature of School Dean Date

Proposal # \_\_\_\_\_

SEMESTER LEAVE WITH PAY PROGRAM

REVIEWER RATING FORM

You are asked to rate the accompanying proposal on a numerical scale. Further, there is space for written comments on the back of this form. Please make sure you offer some evaluative comments in each section. These will be compiled and re-typed (for anonymity) and made available on request, to applicants who are not selected for the program.

Criterion I: Strength of the Proposed Project (70%)

- a. The proposal demonstrates, as directly as possible, the link between the research, creative and scholarly activity and the development of student learning and courses.
- b. The project proposed is significant to the proposer's academic discipline and meets the objectives of the Semester Leave program including:
  - recognizing the need to encourage and support probationary faculty, particularly those in disciplines with few outside resources to support research, creative and scholarly activity;
  - complementing and promoting the affirmative action and educational equity goals of the CSU system.
- c. The approach/methodology is sound, defensible and feasible within the time available and with the resources described.

Weak									Strong
1	2	3	4	5	6	7	8	9	

Criterion II: Potential for Completing the Project (20%)

Evaluate the evidence of potential to complete the effort as demonstrated by either:

- a. the recent scholarly or creative accomplishments that are directly related to the proposal
- OR
- b. the description of preparatory work already completed.

Weak								Strong
1	2	3	4	5	6	7	8	9

Criterion III: The Plan for Disseminating Results (10%)

Evaluate the plans for disseminating the resulting scholarly product in the context of public reporting to the applicant's peers.

Weak								Strong
1	2	3	4	5	6	7	8	9

Criterion I: Strength of the Proposed Project (70%)

Comment:

[Empty box for comment]

Criterion II: Potential for Completing the Project (20%)

Comment:

[Empty box for comment]

Criterion III: The Plan for Disseminating Results (10%)

Comment:

[Empty box for comment]

Cover Page  
APPLICATION FOR SEMESTER LEAVE WITH PAY PROGRAM  
for  
Academic Year 1989-90

Project Title:

Submitted by: Name:

Department:

Project requires Committee for the Protection of Human Subjects or Animal  
Care and Use Committee's approval - Yes

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Department Chair:

I have been given a copy of the proposal and acknowledge that it is  
being submitted for consideration in the Semester Leave with Pay  
Program.

\_\_\_\_\_  
Signature of Department Chair

\_\_\_\_\_  
Date

Dean of School:

I have been given a copy of the proposal and confirm that the  
Semester Leave with Pay, if granted to this faculty member, will not  
severely disrupt the operations of this School.

\_\_\_\_\_  
Signature of School Dean

\_\_\_\_\_  
Date

**Format:** Applicants are to use the specified format in submitting proposals. The written language of proposals should conform to the "Guidelines for Nonsexist Language in APA Journals" found in the Publication Manual of the American Psychological Association or other style manuals. Copies of the APA manual are available in the University Library.

**Application Format:** Complete the application using the enclosed cover page and following the format described below. Proposals should be written in nonsexist language. Sign and date your proposal, secure the signature of your Department Chair and Dean, then make fourteen copies of it. Give the Chair and Dean one copy each and submit the original and twelve copies in a manila envelope to the Chair of the Committee for Funded Research, Scholarship and Creative Activity, Office of the Vice President for Academic Affairs, by Noon, Friday, April 14, 1989.

#### Format for Writing the Proposal

##### I. Project Description

This narrative should be a detailed statement of the work to be undertaken, not to exceed three double-spaced pages, and should include statements on the following:

- A. **Proposed Activity:** begin with a statement of the proposed activity, followed by a short synopsis of the relevant back-ground and a discussion of the importance of the activity to the academic field of interest.
- B. **Specific Goal of the Work:** describe how you expect this activity or its results to affect the status of student learning at this institution.
- C. **Methodology or Approach:** describe the methodology or approach that will be used in a concise and specific manner.
- D. **Feasibility:** is the project realistically attainable within the leave-time provided?

##### II. Potential for Completing the Project

The program is designed to encourage both experienced researchers and those who are new scholars or who are initiating new scholarly activity. In this section, which is not to exceed one page, please give evidence of:

- A. Recent scholarly or creative accomplishments that are directly related to the proposal  
OR
- B. A description of preparatory work already completed, such as the development of a comprehensive bibliography of relevant material or the acquisition of abilities essential for completing the project.

- III. **Plan for Disseminating Results (not to exceed one-half page)**  
Describe how you expect to share the results with peers.

- IV. A brief statement of what support services (such as clerical assistance, equipment, computer time, travel, etc.) will be necessary and how will they be funded? **Reminder:** the Semester Leave with Pay only funds your leave-time and does not include expenses incurred.

- V. **Special Considerations:** If application for funding or assigned time has been made to any other program for this project, provide the specifics of such application and how the Semester Leave proposal differs and/or complements the other(s).

In addition, if the leave recipient's project involves the use of humans or other animals as subjects, the recipient must provide a copy of the Committee for the Protection of Human Subjects or Animal Care and Use Committee's clearance for the proposed project before funds will be released for the leave.

Semester Leave with Pay Program Description

2. Potential for Completing the Project (20%)  
 The activities focused on in the proposed project are expected to be completed during the semester leave. Since the proposed project may relate to current efforts on the part of the proposer or may involve the initiation of new efforts, evidence of potential to complete the effort can be demonstrated by:
  - a. Recent scholarly or creative accomplishments that are directly related to the proposal  
 OR
  - b. A description of preparatory work already completed, such as the development of a comprehensive bibliography of relevant material or the acquisition of abilities essential for completing the project.
3. Plan for Disseminating Results (10%)  
 The specified plans for sharing the resulting scholarly product in a context of public reporting to peers are appropriate and feasible.

**The Award:** A single Semester Leave with Pay will be awarded for the Spring semester, 1990. The leave awarded will be selected from the proposals received by the PCP Committee, using the criteria specified above. The award provides only full-time pay for the faculty. No equipment, administration, or other support funds are provided under the Semester Leave with Pay program. In addition, Title 5 requires that faculty receiving a semester leave are obligated to serve for two semesters after completion of the leave.

**Final Report:** The applicant agrees to submit a final report describing the work accomplished to the PCP Committee or its designee by August 31, 1990.

**Project Administration:** Application instructions are provided below. The proposals will be reviewed and ranked by the PCP Committee. The numerical results for each proposal will be tabulated and median score determined. Using this median score, the proposals will be ranked in order. The committee's final recommendation will be based only on the ranked results. Copies of reviewer comments will be available in summarized and transcribed form on request from the office of the Vice President for Academic Affairs after the selection process has been completed.

**Calendar:**

Deadline for submitting proposal.....Noon, Friday, April 14, 1989  
 Committee recommendation forwarded.....Friday, April 28, 1989  
 Semester Leave awarded.....Monday, May 1, 1989  
 Final Report due to PCP Committee.....Friday, August 31, 1990

SEMESTER LEAVE WITH PAY PROGRAM

The Semester Leave with Pay Program is one of three programs funded in the 1989/90 fiscal year by the State of California to encourage and support efforts in research, scholarship and creative activity. It is a program that allows for leaves of one semester duration to develop or complete an appropriate activity related to the academic discipline of the recipient.

**Program Objective:** This program is intended to ensure that faculty remain current in their disciplines, pursue new ways to enrich student learning and contribute to knowledge that will strengthen California socially, culturally and economically. In addition, the program recognizes the need to encourage and support non-tenured faculty, particularly those in disciplines with few outside resources to support research, creative and scholarly activity. Finally, the program is intended to complement and promote the affirmative action and educational equity goals of the CSU system.

**Guidelines**

**Eligibility:** All full-time probationary and tenured CSUS faculty are eligible to apply for the Semester Leave. The program is viewed as being particularly beneficial to probationary faculty and they are strongly encouraged to take advantage of the opportunity.

**Appropriate Scholarly Activities:** The semester leave must be used for the development or completion of a significant effort in the applicant's discipline. Appropriate scholarly activities include:

- critical investigation, experimentation, or analysis leading to the discovery or creation of new facts, theories or interpretations;
- significant revisions and/or new applications of already existing theories, or the synthesis of multiple theories or interpretations;
- the practical applications of such new or revised conclusions, or contributions to the linkage of theory and practice in a discipline;
- creation of new works of art: e.g., visual, musical, literary, performance, or project.

The effort must result in a "product" which can be publicly reported and shared with others.

**Evaluation Criteria:** The project proposals received will be evaluated using the following criteria:

1. Strength of the Proposed Project (70%)
  - a. The proposal demonstrates, as directly as possible, the link between the research, creative and scholarly activity and the development of student learning and courses.
  - b. The project proposed is significant to the proposer's academic discipline and meets the objectives of the Semester Leave program including:
    - recognizing the need to encourage and support nontenured faculty, particularly those in disciplines with few outside resources to support research, creative and scholarly activity;
    - complementing and promoting the affirmative action and educational equity goals of the CSU system.
  - c. The approach/methodology is sound, defensible and feasible within the time available and with the resources described.