

## **QEP Faculty Grants**

Bethel College offers grants of up to \$2,500 for faculty to develop programs or projects that support the College's Quality Enhancement Plan in Critical Thinking. Any questions may be addressed to [QEP@bethel-college.edu](mailto:QEP@bethel-college.edu).

### **CRITERIA**

The primary criterion on which every proposal will be evaluated is the degree to which it promotes the development of critical thinking skills of current students, though projects supporting alumni or the larger College community will also be considered. Curricular projects will receive priority over extracurricular projects. Other factors to be considered in review include, but are not limited to: total project cost, whether the applicant is a full-time faculty or staff member, whether the applicant has provided appropriate documentation of learning outcomes for previous grants, whether the project can be sustained in future semesters without additional funding, whether this or similar projects have received funding in the past, the targeted student demographic, the total portfolio of projects being supported in the current academic year, how the project supports other academic goals within the division or College, and completeness and clarity of the proposal.

For large projects, a QEP Faculty Grant may be used to support part of the total cost. If additional monies are required from other sources, please note this clearly on the proposal.

### **ELIGIBILITY**

All faculty and staff at any campus of Bethel College are welcome to apply.

### **PROPOSALS**

Proposals should be written in MS Word (.doc) or rich text (.txt) format and sent by email from a Bethel account to: [QEP@bethel-college.edu](mailto:QEP@bethel-college.edu). You can expect to receive an email confirming receipt of your proposal within a week, or two weeks during the summer. Before a proposal is formally approved, a signed, hard-copy of the proposal must be submitted to the Director of QEP; this may be done after provisional approval is granted by the committee.

Proposals will generally be reviewed within three to six weeks of initial submission during the academic year. Please specify if review of your proposal is time-sensitive and needs to be expedited. (Note that there is no guarantee that the process can be expedited, but we will make a good faith effort to meet reasonable requests.)

Proposals should include the following information in clearly demarcated sections:

- 1) An abstract of no more than 100 words summarizing the grant request.
- 2) Name, title/rank, primary campus, and contact information (email, phone) of person submitting proposal (there may be only one corresponding applicant) and any collaborators.
- 3) A statement of the pedagogical goals of the project as they relate both to critical thinking and discipline-specific skills or knowledge. Specific reference should be made to the Bethel definition of critical thinking (reproduced below) if possible.
- 4) A statement of expected learning outcomes and a description of how these will be measured. Indirect measures of student learning are acceptable, but at least one measure should generally be direct. Please indicate when a data summary will be made available to the QEP Committee.
- 5) How does the project fit into your syllabus (for an academic course) or the program that it is a part of (for an extracurricular project)?
- 6) Break down the budget for your proposal. What will be the cost of each item? Give an exact cost if this is available; if an estimate, please note the expected cost and the range (minimum and maximum) of costs for each item. Sum total cost of all items.
- 7) Describe the number of students expected to participate, and some demographic data (is the course for majors? a Common Core course? does your course target a particular group such as athletes or musicians? etc.).
- 8) Note whether this is a one-time or continuing project, and to what extent any materials purchased will be consumed during use.
- 9) If you will be requesting additional monies from other sources, please note this. Will you be able to carry out the project if other sources fall through? Will you be able to scale back the project if necessary? Have the other source(s) of funding been approved, and if not what is the date you expect to know whether the other funding is available?
- 10) If you have collaborators: will other faculty (besides those listed in #2 above) be using any materials purchased or participating in any activities associated with the project, either now or in future terms?
- 11) If your proposal is time-sensitive: please note the deadline by which you need to receive a reply.

## **POST-GRANT DOCUMENTATION**

All grantees will be required to provide data documenting whether the learning outcomes specified in the proposal have been met. Failure to do so may impact future proposals from the grantee. Any proposals not addressing the assessment of student learning will be deemed incomplete.

## **REVIEW PROCESS**

All proposals will be reviewed by a faculty subcommittee of the QEP Committee. Projects are evaluated on their own merits rather than in competition with other proposals. Proposals that are rejected may be resubmitted; applicants are encouraged to contact the Director of QEP ([QEP@bethel-college.edu](mailto:QEP@bethel-college.edu)) prior to resubmitting proposals.

## **DEADLINE**

Review of proposals is ongoing, but faculty are encouraged to submit their proposals as early in the year as possible since funding is limited.

## **PUBLICATION OF RESULTS**

Please note that information regarding all grants may be publicized, including the name of the grantee, the subject of the grant, the abstract, discussion of how the project was carried out, and perhaps some results of assessment measures. No personally identifiable information about students will be made public without the student's informed consent.

## **THE BETHEL DEFINITION OF CRITICAL THINKING**

Critical thinking is a process of successfully analyzing, assessing, and reconstructing information in an objective manner. It will involve the ability to view new concepts and ideas with an open mind, and the ability to recognize external and internal biases, discerning both strengths and weaknesses of the information. Ultimately, the critical thinker will use information in an effective and ethical manner on a consistent basis.

Last Revised: 10-17-08