

2009-2010 “INVESTIGATING TEACHING AND LEARNING”  
FELLOWSHIPS  
REQUEST FOR APPLICATIONS  
DUE BY EMAIL: 5:00 P.M. THURSDAY JUNE 18, 2009  
SIGNATURE PAGES MAY FOLLOW IN MAIL

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HAVE YOU EVER ASKED QUESTIONS LIKE THESE ABOUT YOUR COURSE?

- I know what I’m teaching but how can I be sure what the students are really learning?
- How can I help my students get more from the readings I assign?
- No matter what I try, why do my students seem to view this course negatively?
- What can I do to improve the pass rate for this important core course?
- I know my students are very different learners than I was, but what can I do to teach them more effectively?

**Consider participating in the 2009-2010 Investigating Teaching and Learning (ITaL) faculty learning community.**

The Faculty Center for Professional Development announces the 2009-2010 ITaL Fellowship program to support the investigation of teaching and learning in our classrooms. The ITaL Fellowship offers resources for faculty to conduct a systematic exploration of student learning within the context of a specific course at Cal Poly Pomona. Through a series of workshops and meetings, ITaL Fellows will identify a specific “problem” within a course they teach regularly, and carry out an investigation that will give them greater insight into the underlying causes or precise nature of the problem and some potential solutions. They will then implement some change(s) in the course that they believe will address the problem and lead to greater student success. Fellows will study and document the success of this change. Through analysis and interpretation of the results of their investigation, Fellows will offer lessons learned for other instructors’ benefit.

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## ELIGIBILITY

Faculty eligible for the Investigating Teaching and Learning Fellowship are tenure-track probationary faculty, tenured faculty, and lecturers on annual contracts who are teaching at least six courses during the 2009-2010 academic year. Faculty members who are retired (including FERP faculty) or serving in administrative positions are not eligible to apply. Eligible courses are those that applicants teach routinely and are scheduled to teach during Spring 2010.

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## PROGRAM REQUIREMENTS

- Attend the December 15-16, 2009 opening workshop. If someone is unable to participate in the December workshop, the fellowship will be withdrawn even if the absence is due to an unavoidable emergency. This is because it is very difficult for a person who misses the December event to catch up and become fully part of the learning community.
- Participate in Winter 2010 seminars on alternate Fridays from 1:00 –3:00 p.m (January 15, 29; February 12, 26; March 12).
- Attend 3 group meetings, to be arranged, in Spring 2010.
- Present findings at the 2011 Stories of Successful Learning campus conference or other campus venue.
- Create a digital course portfolio and/or material for publication or dissemination in appropriate venues.

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## COMPENSATION

**The 2009-2010 ITaL Fellowships are contingent upon funding availability in the 2009-2010 budget.** Interested faculty are encouraged to apply on time, with the understanding that the program may not run as planned.

Historically, we have been able to offer each ITaL Fellow 4 WTUs assigned time for Winter or Spring Quarter 2010 and a \$200 stipend for attending a post-Fall Quarter 2009 workshop, which will be held December 15-16, 2009. If our funding is too limited for this compensation, we will offer such compensation we are able, with commensurately reduced expectations for activities and presentations.

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## SELECTION PROCESS:

At least two members of the Faculty Center Advisory Council (FDAC) will read all ITaL applications and make recommendations for selection. The final selection will include considerations of diversity, including discipline and career stage, and previous ITaL awards. It is important for the ITaL group to include a wide range of ideas and for the ITaL program to allow participation from many different areas on campus over time.

The FDAC will consider the following criteria when making initial recommendations:

- Likelihood that a classroom investigation can yield helpful information
- Potential for the results of the investigation to be useful to other courses or disciplines
- Completeness of the application, including responsiveness to all aspects of the proposal
- Concise identification of the teaching and learning problem to be addressed

The selection rubric that the FDAC will use can be found by [clicking here](#).

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## FOR QUESTIONS:

Please contact Dr. Victoria Bhavsar, Faculty Center program coordinator (x4640, [vbhavsar@csupomona.edu](mailto:vbhavsar@csupomona.edu)), or Dr. Peggy Perry, Faculty Center director (x2897, [psmclaughlin@csupomona.edu](mailto:psmclaughlin@csupomona.edu)).

## CALENDAR OF EVENTS FOR THE FELLOWSHIP:

### SPRING 2009

- Announcement of ITaL Program.
- Information sessions: Tuesday & Wednesday, May 20 & 21, 2009, 3:00-4:00 pm, in the Faculty Center (1-227).
- ITaL applications due by email to [vbhavsar@csupomona.edu](mailto:vbhavsar@csupomona.edu) by 5:00 p.m. on Thursday, June 18, 2009. Signed hard copies may follow by snail mail.

### SUMMER 2009

ITaL Awards announced by Monday, July 13, 2009. Although Fellows will be notified at this time, the 2009-2010 ITaL Fellowships are contingent upon funding in the 2009-2010 budget.

## FALL 2009

A two-day workshop will be held on December 15-16, 2009, for ITaL Fellows as an orientation to the Fellowship activities and to begin the investigation process.

## WINTER 2010

Seminars will be held alternate Fridays from 1:00 –3:00 p.m (January 15, 29; February 12, 26; March 12, 2010). Seminars will be facilitated by Faculty Center personnel and other faculty members experienced in the scholarship of teaching and learning. Topics will include: bringing precision to understanding the problem; seeking IRB approval; looking at existing data of student learning; planning the course change to address the problem; refining the investigation question; defining ways to measure evidence of change; developing a course portfolio.

## SPRING 2010

The implementation of the project should take place this quarter. Fellows should select a course they will be teaching Spring 2010. Fellows will discuss their progress at 3 group meetings in Spring quarter, to be arranged.

## SUMMER 2010

Fellows will analyze, summarize, and interpret data. No pre-scheduled seminars will be held during the summer, but the Faculty Center will be available for consultation.

## FALL 2010

Fellows may continue data collection and analysis, possibly using new data from other courses.

## WINTER 2011

Fellows will present their “lessons learned” at the Stories of Successful Learning campus conference or other appropriate campus venues, dates to be announced. Course portfolios should be on display. Fellows may also prepare their information for submission to an appropriate publication.

## APPLYING FOR THE INVESTIGATING TEACHING AND LEARNING FELLOWSHIP, 2009-2010

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### FOR QUESTIONS:

Please contact Dr. Victoria Bhavsar, Faculty Center program coordinator (x4640, [vbhavsar@csupomona.edu](mailto:vbhavsar@csupomona.edu)), or Dr. Peggy Perry, Faculty Center director (x2897, [psmclaughlin@csupomona.edu](mailto:psmclaughlin@csupomona.edu)).

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### INSTRUCTIONS TO APPLY:

Due Date: Thursday, June 18, 2009, 5:00 pm, via email. Required hard-copy signatures may follow by snail mail.

Please email your application as an attached pdf to Faculty Center Program Coordinator Dr. Victoria Bhavsar, [vbhavsar@csupomona.edu](mailto:vbhavsar@csupomona.edu). Please include an electronic signature (typed name) on the commitment statement page. A signed hard copy may follow by snail mail.

Please note: Your department chair and dean must also “sign off” on your application. The last page of this application has a form for them to do so. They may email electronically signed (typed name) approval forms from their own email addresses to Dr. Victoria Bhavsar, [vbhavsar@csupomona.edu](mailto:vbhavsar@csupomona.edu), and provide signed hard copies through snail mail.

## APPLICATION FOR THE ITAL 2009-2010 FELLOWSHIP

Name:

Academic Rank:

Years at Cal Poly Pomona:

Department:

College/School:

Telephone:

Email:

Spring 2010 Course:

1. Please summarize the learning issue to be investigated in 100 words or less.
2. Please provide a proposal narrative of not more than 1000 words total in 2 a-d below.
  - A. A description of the course being considered, and the content and delivery method. The course should be one that you teach routinely and are scheduled to teach during Spring Quarter 2010.
  - B. A description of the teaching and learning question to be addressed. Describe the nature of the question or problem and propose a preliminary solution or hypothesis. Teaching and learning issues that ITaL Fellows have investigated in the past include: high failure and withdrawal rates; lack of reading compliance; strategies to improve learning in groups; and the effectiveness of various teaching strategies.
  - C. A statement of why the investigation would be useful for other faculty who teach similar courses. What potential is there for your results to be useful in other courses and to other faculty? What ideas do you have for disseminating your results to colleagues?
  - D. A preliminary plan for the investigation. What data might you gather or activities might you undertake to answer your question? Please note that ITaL Fellows will spend substantial time in December 2009 and in Winter 2010 to refine and develop their research plans.

3. Please complete the following Commitment Statement. You may email this statement with the application, and send a signed hard copy in snail mail.

4. Please provide a statement of support from your Department Chair and College Dean (they will need to agree with your receiving one course assigned time, preferably during Winter or Spring Quarter 2010). See the Administrator Approval form at the end of this application.

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## COMMITMENT STATEMENT

If I am selected as a member of the Investigating Teaching and Learning Fellowship, I agree to participate fully in the program's activities as described in the calendar:

- 2-day workshop on Tuesday & Wednesday, December 15-16, 2009
- Winter 2010 seminars on alternate Fridays from 1:00 – 3:00 p.m. (January 15, 29; February 12, 26; March 16)
- 3 group meetings, to be arranged, in Spring 2010
- Performing the classroom investigation itself
- Presenting at the “Stories of Successful Learning” campus conference or other appropriate campus venues in Spring 2011
- Preparing a digital course portfolio and/or material for publication or dissemination in appropriate venues

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

- Due Date: Thursday, June 18, 2009, 5:00 pm, via email. Required hard-copy signatures may follow by snail mail.
- Please email your application as an attached pdf to Faculty Center Program Coordinator Dr. Victoria Bhavsar, [vbhavsar@csupomona.edu](mailto:vbhavsar@csupomona.edu). Please include an electronic signature (typed name) on the commitment statement page. A signed hard copy may follow by snail mail.
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## ADMINISTRATOR APPROVAL FORM

Due: 5:00 pm Thursday June 18, 2009, by email to [vbhavsar@csupomona.edu](mailto:vbhavsar@csupomona.edu)

Applicant's Name \_\_\_\_\_

Department \_\_\_\_\_

To be completed and signed by the Department Chair and signed by the Dean.

Chairs are strongly encouraged to write a letter of support that includes reference to the applicant's commitment to supporting student learning, comments on the merits of the proposal with regard to departmental goals and objectives, and demonstrated potential for the applicant to follow through and fully participate in the program as outlined.

Department Chair: Please check the first or second box, but not both:

As chair, I agree to arrange one course release time for one quarter for the applicant, preferably during Winter or Spring quarter 2010. I understand that the applicant must be available for Winter 2010 seminars on alternate Fridays from 1:00 – 3:00 p.m (January 15, 29; February 12, 26; March 12) plus 3 group meetings, to be arranged, in Spring 2010. Reimbursement for the Investigating Teaching and Learning Fellowship is at the standard reimbursement rate (4 weighted teaching units - WTUs).

Releasing the applicant may be impossible. If, however, other arrangements can be made, I support her/his application. I understand that the applicant must be available for Winter 2010 seminars on alternate Fridays from 1:00 – 3:00 p.m. (January 15, 29; February 12, 26; March 12) plus 3 group meetings, to be arranged, in Spring 2010.

Please contact Dr. Victoria Bhavsar, 869-4640, with questions.

\_\_\_\_\_  
Department Chair's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean's signature

\_\_\_\_\_  
Date

*Please email this document from your own email address, with your typed name, as an attachment to Dr. Victoria Bhavsar ([vbhavsar@csupomona.edu](mailto:vbhavsar@csupomona.edu)) by 5:00 pm Thursday, June 18, 2009. Signed hard copy may follow in campus mail.*