

Course Enhancement General Funding Protocols

For Fiscal Year July 1, 2017 - June 30, 2018

Find these guidelines and the funding application form at

<http://www.vwu.edu/academics/academic-affairs/faculty-forms.php>

Purpose:

The major purpose of course enhancements as conceived in the name of Curriculum Reform is to enable effective guidance and support of independent student work reflecting the revaluing of 3-classroom hour courses to 4-credit hour courses, particularly through activities and projects reflecting inquiry-guided and other active and experiential learning.

General guidelines:

Requests meeting the above threshold will be the most highly prioritized. Faculty members have great latitude in how they expend up to \$400 per year in course enhancement funds, so long as plans meet the purposes of these funds. In order to ensure that funds support the intended benefits and are distributed with reasonable equity, the following funding parameters apply.

Faculty may defray expenses and/or provide hospitality and tokens of thanks to classroom guest speakers from outside the campus faculty up to a maximum of \$50 per speaker. (For instance, the sponsoring faculty member can take the speaker and accompanying students to lunch in the cafeteria.) These funds are not intended to be a regular avenue for supporting bringing speakers from a distance.

Course enhancement funding may also be used for faculty development *if* expenses are relevant to “enhancing” courses, either directly (e.g., getting up to speed with technologies that students will use for 4th credit activities) or indirectly (e.g., developing pedagogical knowledge that helps faculty teach more effectively).

Typically, funds are denied for *food*, unless it is to support a project (e.g., participant incentive for project-related focus groups) or special event, or specifically tied to course content (e.g., food for a course, event, or unit focused on food).

Faculty can use these funds to rent vans for taking students off-campus.

Extraordinary requests:

If you are in need of exceeding your \$400 allotment, you are encouraged to seek funds from department colleagues who do not plan to use their entire \$400 budget, ask students to share the cost (if appropriate), or apply for the INTEL grant of \$1000 in March.