



**Mott Community College**  
**Office of Professional Development & Experiential Learning**

**PROPOSAL GUIDELINES**  
**Faculty/Staff Innovation & Student Success Awards**  
**Proposals due by: Friday, March 23, 2018**

The Faculty/Staff Innovation & Student Success Awards are funded by **The Foundation for Mott Community College** and are administered by the MCC Office of Professional Development & Experiential Learning as a way of *promoting innovation to support, enhance and improve student success* at MCC.

Each year, funding is awarded by a Selection Committee comprised of both faculty and staff to support several projects.

Any MCC faculty or staff member – full or part-time – is eligible and welcome to apply for an Innovation Award. Proposals may be submitted by **individuals** as well as by **teams** of two or more individuals.

**APPLICATION PROCESS:**

- A Request for Proposals (RFP), including these proposal guidelines and a scoring rubric, will be released to all Mott employees via email [on Thursday, February 15, 2018](#). Projects eligible for an award could include something entirely new that you wish to develop and execute over the next several months (within the 2017 calendar year), **OR** something innovative you have completed within the last 12 months (since February 2016).
- For the Selection Committee's purposes, innovation is broadly defined as efforts that are being newly attempted and implemented by you and go above & beyond what are considered your existing job duties or what you've been assigned to do as part of your work at the College.
- Upon release of the RFP, any questions about the process may be directed to Mara J. Fulmer, Faculty Director, Center for Teaching & Learning, Office of Professional Development & Experiential Learning, at [mara.fulmer@mcc.edu](mailto:mara.fulmer@mcc.edu) or by phone at 810-762-0394.
- Final Innovation Award proposals must be submitted via email ([mara.fulmer@mcc.edu](mailto:mara.fulmer@mcc.edu)) to Mara J. Fulmer, Faculty Director, Center for Teaching & Learning, Office of Professional Development & Experiential Learning (ML 3006), [by 5:00 pm on Friday, March 23, 2018](#).
- The Faculty/Staff Innovation & Student Success Awards Selection Committee will review all final proposals and determine award funding. Applicants will be notified about the disposition of their proposal by [May 1, 2018](#). One half of the Innovation Award funding will be released to the award recipient(s) based upon confirmation of their agreement to accept the terms of the award outlined in the notification letter.  
*Note: If the Selection Committee requires clarification about any aspect of your proposal, we will contact you **prior** to scoring it.*

- After the award is made and the project begun, a brief **Status Report Check-in Report** updating the project's status and plans must be submitted to Mara J. Fulmer, via email to [mara.fulmer@mcc.edu](mailto:mara.fulmer@mcc.edu), the Faculty Director, Center for Teaching & Learning, Office of Professional Development & Experiential Learning **by Friday, August 17, 2018**.
- A written **Mid-Term Progress Report** as to the project's status must be submitted to the Faculty Director, Center for Teaching & Learning, Office of Professional Development & Experiential Learning **by Friday, November 9, 2018** in order to provide an update on the project's progress. If the project is complete at this time, then a final report can be submitted at this time.
- A **Final Written Report** summarizing the outcomes of the project and its impact upon student success at MCC must be submitted **no later than Friday, January 11, 2019**. A summary of your final report will be forwarded to our funder, The Foundation for Mott Community College, for their information and records. The second half of the Innovation Award funding will be released to the recipient(s) based upon successful completion and submission of the final report.
- As part of the award process, the Selection Committee may request that award recipients share the design and results of their projects at a Faculty/Staff meeting during the next year. Award recipients will also be asked to conduct a session in the Center for Teaching & Learning (CTL) to share their project concept and outcomes.

#### **PROPOSALS MAY INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:**

- Projects that bring creative ideas to the classroom as a way to enhance and improve student success (e.g., increased student involvement; new teaching/learning strategies; adult learning theory; alternative deliveries of instruction; unique classroom management practices, etc.).
- Projects that promote state-of-the-art teaching and learning through use of different technologies inside or outside the classroom.
- Projects that use innovative or unique ideas/concepts to improve student learning and success as they relate to MCC's General Education Requirements (i.e., critical thinking, citizenship, and/or global awareness).
- Projects focused on aspects of developmental education, such as cooperative learning activities, academic coaching, intervention or peer support.
- Projects that demonstrate a unique or innovative approach to the use of service learning or other types of experiential learning to enhance and improve student success.
- Projects designed to reduce or remove barriers to student success at Mott, including unique ideas related to the creation of student pathways to success.
- Staff development projects focused on enhancing and improving student success conducted by faculty or staff for colleagues in their areas of expertise.
- Mentoring projects for part-time faculty and/or staff & mentoring projects for students.

#### **QUESTIONS OR COMMENTS:**

Questions or comments about the Faculty/Staff Innovation & Student Success Award proposal process may be directed to Mara J. Fulmer, Faculty Director, Center for Teaching & Learning, Office of Professional Development & Experiential Learning, at [mara.fulmer@mcc.edu](mailto:mara.fulmer@mcc.edu) or at 810-762-0394.