

## **COURSE ENHANCEMENT GRANTS FOR SPRING SEMESTER 2024**

---

The Office of Academic Affairs invites applications for Course Enhancement Grants for the spring 2024 semester to support faculty in enriching the content of existing courses through special events, invited guests, or other means to enhance the student experience in or outside of the classroom. Course Enhancement Grants will provide up to \$1,000 and may be combined with other funding sources.

Examples of Course Enhancement Grant proposals include: hosting visiting artists/designers/scholars/activists/practitioners for an in-class lecture/critique; creation of, or participation in, a public event on or off-campus provided that the course receives a defined benefit from the event; field trips; access to specific facilities or technologies.

Desired outcomes include:

- single-instance activities that significantly enrich the learning experience for our students
- an increase in the diversity of identities, concepts, or practices represented in the current curricular content and/or the field

**Eligibility:** Full-time faculty, full-time visiting artists, and part-time faculty teaching in the degree programs are eligible to apply. These grants are intended for pre-existing courses only.

New courses that require funding resources must be requested via the [New Course Proposal](#) process.

SAIC faculty who are eligible to apply for a course enhancement grant must be in compliance with SAIC required trainings and have fulfilled credential documentation requirements.

The following restrictions apply to all Course Enhancement Grants:

- Grants are one-time support, not ongoing commitments
- A grant must benefit an entire class, not an individual student or subset of students
- The supported **activity** must take place during the regular semester that the course is offered
- Grants may not be used for entertainment or social events, or for guest visitor's travel

**Awards:** Course Enhancement Grants will provide up to \$1,000 in funding. Please carefully note the following award considerations when applying:

- Dean's Office will support honoraria for outside artists/designers/scholars/activists/practitioners for \$200. If the request for honoraria exceeds \$200, the difference may be supplemented by the department budget, if funds are available.
- The number of visitors/events per course is limited to 3 total. (*ex: 2 visitors and 1 event / 1 visitor and 2 events / 3 events / 3 visitors*)
- The number of applications awarded per academic year per faculty is limited to 2. (*Academic year includes fall, winter, spring, and summer.*)

**APPLICATIONS ARE DUE ON OR BEFORE THURSDAY, JANUARY 18<sup>th</sup>, 2024.**  
**TO APPLY, complete the [Course Enhancement Grant Form](#).**

You must be logged in to your SAIC email account to complete the form and apply. If you have any technical difficulty, including problems accessing the form, please contact the CRIT Helpdesk by calling 312.345.3535 or [crithelpdesk@saic.edu](mailto:crithelpdesk@saic.edu). The form can also be accessed by pasting the link below into your browser:

<https://forms.gle/bptWVe15pxZ3ZpoX7>

**Please convert all word documents into PDFs before uploading. Required files to upload include:**

- 1) One-page proposal that includes your name, the name and number of the course, and addresses the use of the grant funds and the proposed outcomes of the activity in relation to the course goals and learning outcomes as outlined in the course syllabus;
- 2) Detailed budget information;
- 3) Course syllabus that includes the course name and number;
- 4) Course evaluations; and
- 5) Any other support materials and/or documentation as needed including the names of visitors, brief bio of the visitors, and proposed date of visitors and events.

**Evaluation Criteria:** All Course Enhancement Grant applications are reviewed based on the following evaluation criteria and awarded by members of the Dean's Selection Committee. **Incomplete proposals will not be considered.**

- (1) Relevance to Course Goals and Learning Outcomes  
*Assess how the proposed enhancements align with the course's overall learning goals and learning outcomes.*
- (2) Impact on Student Learning  
*Consider the potential impact of the proposed enhancement on student learning and experience. Look for evidence that the activities will provide students with new perspectives, promote divergent thinking, create opportunities for deeper learning, unique experiences and relevant applications of course concepts.*
- (3) Innovation and Clarity  
*Evaluate the creativity and innovation demonstrated in the proposed enhancements. Consider whether the activities offer unique opportunities that go beyond typical course activities and experiences, promoting active learning, critical thinking, and deepening practice.*
- (4) Feasibility and Planning  
*Assess the feasibility of implementing the proposed enhancement within the given timeframe and resources. Look for evidence of thorough planning, including a detailed timeline, budget, and logistical considerations.*
- (5) Impact  
Consider the overall potential impact of the proposed enhancements on the student experience, the course's reputation, and the institution as a whole. Evaluate the alignment of the proposed enhancements with the institution's strategic goals and mission. Look for evidence of thinking about how to assess the effectiveness of the enhancements and their impact on student learning.

**Notifications** of awards will be emailed to the recipients, their department chairs, and their administrative directors by February 9<sup>th</sup>, 2024.

**Questions** about Course Enhancement Grants and the application process can be directed to Maya Gopalan, Assistant Director of Academic Administration, at [mgopalan@saic.edu](mailto:mgopalan@saic.edu).

**PLEASE NOTE: Application deadline for the fall 2024 semester will be announced later this summer.**