

California State University, Fresno  
Center for Faculty Excellence  
Request for Proposals

## Faculty Learning Communities

*Spring Priority Consideration Deadline: Friday, December 2, 2016*

The Center for Faculty Excellence announces a request for proposals for the Faculty Learning Communities (FLC) Program. An FLC is a cross-disciplinary faculty group engaged in a program to pursue a specific challenge in their professional careers. An FLC offering is designed to span two academic semesters. Previous examples of FLCs can be viewed below. Click here to view the RFP and follow this link to apply by the December 2, 2017 deadline.

The Center may fund up to 4 FLCs this upcoming 2017 calendar year where each FLC receives between \$2000 and up to \$6000. Facilitators are invited to submit an RFP to develop and facilitate an FLC at any time during the calendar year with application reviews typically occurring in late August. An FLC can be described as a group of faculty members who are committed to:

- working together to learn and explore various approaches to addressing a challenge by the end of a specific time
- providing critical feedback to one another through regular meetings
- achieving specific goals and by-products that address the challenge by the end of the FLC

If funded, the Center for Faculty Excellence staff will act as administrators of the FLC funds and assist with scheduling and location of the meetings.

### Program Requirements:

- A lead faculty member will assume responsibility for planning and administering your FLC. The facilitator is also responsible for collaborating with campus stakeholders in:
  - selecting the FLC topic
  - making the campus call for FLC participation and selection of members (typically 6-12 faculty)
  - providing the curriculum (e.g., articles, books, speakers) for the topic
  - coordinating and (co-)facilitating the FLC gatherings
  - collecting project data for internal and external (Center for Faculty Excellence) use
  - planning a culminating event to share findings
  - forwarding deliverables to the Center for Faculty Excellence
  - approving the professional development funds for FLC members *after* the deliverables are met
- Schedule
  - The FLC lead faculty member will be for at least (2) two hours on at least three (6) separate occasions throughout the 2016–17 academic year.
  - Meetings are usually scheduled 3 – 4 weeks apart typically meeting three times per semester.
  - Your proposal should clearly identify the number of meetings, approximate dates, as well as the modality (face2face, conference call, web-conference) and outcomes for each of these meetings.
  - Please note in your proposal if you plan to utilize an online community site for members to post materials between meetings.

Questions? Email [flc@listserv.csufresno.edu](mailto:flc@listserv.csufresno.edu)

- Reporting
  - The first progress report on the FLC (authored by facilitators or designee) is due by Friday, May 12, 2017, and will describe the FLC composition and activities for the fall semester
  - The final FLC Summary Report will be due by Friday, December 8, 2017. The abstract of this report will be uploaded to the CenterWeb site as is without further editing.
  - All FLC lead faculty will be required to present at the fall 2017 faculty professional development conference on the first day of the semester after the Faculty & Staff Spring Assembly.
  - Faculty participants in any FLC will complete a pre/post survey provided by the Center for Faculty Excellence.

#### **Application Questions:**

- Your proposal must include the following information and must be submitted to this [online Qualtrics survey](#):
  - FLC Facilitator(s) information (Name, department, college, faculty rank, email, phone and contact information for the department chair and college dean)
  - Evidence for demonstration of the innovativeness of the FLC and need for FLC topic including a description of how FLC's goals / objectives address a need from priority one and/or four of the [2016-2020 Fresno State Strategic Plan](#)
  - FLC focus, outcomes and participants' deliverables
  - Selection criteria for applicants selected to the FLC
  - Schedule and modes of meeting
  - Assessment plan
  - Budget amount and justification

#### **Budget Questions:**

- The total award amount is typically no more than \$4000 dollars and includes the following categories:
  - FLC Facilitator(s) professional development stipend amount (capped at \$2000)
  - Professional development stipend amount for each FLC participant (capped at \$4000)
  - Technology support (capped at \$2000)
    - No desktops, laptops, or tablets will be purchased as part of any technology support funding
  - Additional FLC support (capped at \$3000)
    - Books or other materials, technology support (no tablets or laptops), speaker fees, refreshments

Applications can be [submitted here](#). Funding notifications will be sent by Thursday, September 1st and a mandatory meeting with all FLC lead faculty on **Friday, January 19th from 12 - 1 pm**.