

# W&L

## Office of the Dean of the College

To: College Faculty  
From: Suzanne Keen  
Subject: Fall College Mini-Grants for Course Enhancements  
Date: July 10, 2017

The Office of the Dean invites proposals from faculty in the College for mini-grants for the FALL term. Budgetary constraints require a competitive process. No one faculty member will be funded for more than one mini-grant per term.

### **Mini-Grants are for Course Enhancements**

Proposals of up to \$750 for enhancements to specific departmental or interdepartmental courses to be taught in FALL TERM 2017 will be considered. Examples of such enhancements include inviting visitors to campus to meet with your class, excursions with students to Washington or Richmond, or purchases of special materials such as gadgets, software, or theater tickets. The number of proposals your department or program may submit depends on the # of full-time faculty or (for programs) the # of courses offered in the winter. Please budget modestly; the smaller each individual request, the more requests we can grant. Mini-grants can pay for student meals with a visitor, but not for meals for a group of faculty. All mini-grant expenses must be in accord with Business Office guidelines, for example limiting mileage reimbursement to \$.375 per mile.

Use the attached proposal form. Please answer all the questions. You will see the form asks whether a faculty member has been funded for a mini-grant before. Priority will be given to those who have not previously been funded. **Mini-grants will be competitive this year.**

1 mini-grant proposal	Departments with 4-5 FT members and Programs with 1-2 courses
2 mini-grant proposals	Departments with 6-10 FT members and Programs w/ 3-14 courses
3 mini-grant proposals	Departments with 11+ FT members and Programs with 15+ courses

Mini-grant proposals supporting the College's Strategic Plan may be added to the application pool, beyond these limitations. Chairs should indicate their reasoning in a cover email.

The deadline for chairs' submission of FALL Term mini-grant proposals is August 10, 2017. **Give your proposal to your department or program chair for endorsement by July 31, 2017.** Please understand that the chairs must operate under constraints in forwarding and ranking proposals: it all works out over time if all faculty take turns.

Please contact Michelle Rothenberger ([mrothenberger@wlu.edu](mailto:mrothenberger@wlu.edu) or 8737) with any questions.

**COLLEGE MINI-GRANT PROPOSAL  
FOR COURSE ENHANCEMENT (\$750 LIMIT)**

DUE TO YOUR DEPT CHAIR BY July 31<sup>st</sup>. Due in the Dean's Office by August 10, 2017.

\_\_\_\_\_ I have never received a mini-grant from the College.

\_\_\_\_\_ I have received a single mini-grant, in \_\_\_\_\_ (term, year).

\_\_\_\_\_ I have received two or more mini-grants, most recently in \_\_\_\_\_.

\_\_\_\_\_ I am planning an enhancement that contributes to one of the 4 pillars of the College's Strategic Plan:

\_\_\_\_\_ The Future of STEM Pedagogy

\_\_\_\_\_ Sustainability

\_\_\_\_\_ Say AH! For the Arts and Humanities

\_\_\_\_\_ Engaged W&L

Department or Program \_\_\_\_\_

Course Number and Title \_\_\_\_\_

Instructor \_\_\_\_\_

Term \_\_\_\_\_

Requested Enhancement \_\_\_\_\_

Rationale \_\_\_\_\_

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**Attach budget** (provide as much detail as possible; actual costs are preferred to estimates)

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Department or Program Head Signature