

New Curriculum Development Fund

A. BACKGROUND

The office of the Provost and Vice-President Academic has made an \$180,000 fund available for the development of new programming or the rejuvenation of existing programs and courses. The Provost's Office, for the purpose of accepting applications and awarding grants, will form an adjudication committee. The committee will consist of the following:

1. Dr. Larry Prins, AVP Academic (Chair)
2. TRU World rep
3. OL rep
4. Two Deans
6. Student rep

B. FUNDING CATEGORIES

Academic units are invited to submit proposals to:

1. Develop new undergraduate and graduate courses focused on the Academic Plan as part of a department's curriculum revision or development initiative; or
2. Revise existing undergraduate and graduate courses taught within their departments in order to incorporate flexible and/or blended learning delivery modes or other innovative pedagogical models

C. APPLICATION INFORMATION

The proposal should consist of the following:

1. **COVER SHEET:** See attached.
2. **NARRATIVE (1-2 pages):** Each proposal should contain information about the anticipated content, disciplinary or interdisciplinary focus and academic goals, as well as a description of how those goals would be achieved by the proposed project.
3. **BUDGET:** Using the attached Budget Proposal for New Curriculum

Development Fund form, please attach the approved budget summary itemizing anticipated costs of the project and specifying the date by which you will have completed the project. The summary shall specify how funds would be used to support the proposed project.

4. **CURRICULUM VITAE:** Please attach a current copy of CVs of project members.
5. **CONSULTATION and SIGNATURES:** Provide proof of consultation with internal and external stakeholders of the proposed project. There must be clear evidence provided in the proposal that consultation materials and surveys completed by students, university community, and catchment communities in the academic planning process have been considered carefully and integrated into the proposal. These materials are available at: http://www.tru.ca/vpacademic/academic_plan.html

All proposals must have a letter of support from the department chair and be reviewed by the appropriate Dean.

6. **PROJECT OUTCOMES:** The application must indicated sufficient and clear outcomes measures, including measures and tools to track:
 - a. student success in completing the program
 - b. student success after completion of the program
 - c. evidence of fiscal sustainability of the program over the long term
 - d. potential for growth and market demand for the program over the long term
7. **DISTRIBUTION of AWARDS:**
 - a. **Allocations and Allotment:** The committee will assess the proposals and determine the method and amount of disbursement. In order to avoid conflict of interest, committee members should excuse themselves from decisions pertaining to their own units.
 - b. **Awarded funds must be expended within the timeframe noted in the award letter. Please specify your requested project period in your application budget.** Carry-overs of funds not expended by the date specified in the award letter shall be returned to the Provost's Office.