

Instructional Technology Committee

Tuesday, December 6, 2005

Present: Mike Albright, Anne Kelly, Kevin Kenkel, Don Watt

Excused: Paul Almjeld, Lori Bork, Rocky von Eye

Absent: Jack Mortenson

The meeting was held from 8:30 to 9:30 a.m. in the Case Conference Room, Smith Hall.

1. Discussion and approval of the 2005-06 mini-grant RFP. The primary purpose of the meeting was to discuss, revise as necessary, and approve the Request for Proposals for the 2005-06 Title III mini-grant program. Input on the draft was received from the two excused committee members and shared with the members present. The following changes to the draft RFP were recommended:

- In the Background section, expand the listing of resources that can be explored to include those available through Layne Library and other sources beyond the web. Emphasize the use of primary sources.
- Also in the Background section, revise the text to reflect that \$500 or more may be available for equipment, software, travel, and other non-stipend project costs.
- Remove the misleading sentence about recipients accumulating project hours during break periods. Recipients may work on projects at any time.
- Keep the maximum amount of the stipend at \$2,000. This amount is already more than that specified in the Title III grant application (\$1,500), and it was felt that extending the maximum stipend to \$2,500 would be too great a deviation from the proposed use of these funds. Limiting stipends to \$2,000 in those projects requesting no other funds would make funds available for additional projects.
- Extend the deadline to January 30, so that all faculty have a reasonable amount of time to think through and propose projects.
- Retain the \$35/hour stipend rate and the requirement for time and effort logs. While the dissenting view that faculty are not “hourly workers” was respected, it was felt that reporting hours expended through the use of time and effort logs is not unreasonable and is consistent with the reporting requirements of Bush grant projects and other Federal grants. These logs do not need to be extensively detailed.
- Calculate the “expectation of the number of hours of work” for the full \$2,000 and so note in the RFP. (At \$35/hour, this turns out to be about 57 hours.)
- Note in the RFP that stipends are subject to Federal income and FICA taxes and therefore should not be requested in proposals in lieu of travel, equipment, and other legitimate project costs that are not taxable.

The committee will need to meet in early February to review proposals and select recipients.

2. Additional projects for the committee in 2005-06. Since only half the committee was present, the discussion of future projects for the committee was postponed until the next meeting. The need to develop the first draft of a DWU policy on online learning was briefly discussed, as the number of completely online courses seems to be growing each semester, and the online BA program in Nursing is under development. The Instructional Technology Committee is a logical body to initiate the policy development process. Policy content has been outlined, and the draft policy is now being fleshed out and could be ready in a rough draft form for initial discussion at the next committee meeting.

Respectfully submitted,

Mike Albright, Chair