Lehigh University

Subject: Request for Proposals for Cooperative Academic Programs 2013-2014
From: Pat Farrell, Provost and Vice President for Academic Affairs
Date: February 21, 2013

Dear Lehigh Faculty, c: Staff

Lehigh Valley Association of Independent Colleges (www.lvaic.org) has funding to support short-term academic initiatives (up to three years in duration) that through cooperation and collaboration improve the student experience at LVAIC schools, result in increased student cross-registration, and/or result in short- or long-term cost savings. Funding may be used to support initiatives such as, but not limited to, conferences, symposia, workshops, learning communities, or the use of technology to support cross-campus learning.

The LVAIC Chief Academic Officers group is accepting proposals for funding that would be available beginning in July 2013. Proposals should include the following information:

- An executive summary describing the project and it alignment with LVAIC goals (see www.lvaic.org).
- A project description including:
  1. A detailed description of the activities that will be supported by the funding
  2. Short-, medium-, and long-term anticipated impacts of the program
  3. An assessment plan for the short- and medium-term impacts
  4. Qualifications of the proposers
  5. A detailed budget
  6. A listing of the faculty, staff, and administrators who were consulted in development of the proposal
- Supporting documents (as appendices)

Proposals should be a maximum of eight pages in length (not including appendices), include the participation of at least three LVAIC institutions, and should be submitted electronically Diane Dimitroff, Executive Director of LVAIC, at dimitroffd@lvaic.org by March 22, 2013.

Proposals will be prioritized for funding by the LVAIC Chief Academic Officers and will be reviewed on the following criteria:

- Alignment with LVAIC goals for the program:
  o improving the student experience at LVAIC schools,
  o increasing student cross-registration, and/or
  o resulting in short- or long-term cost savings
- Qualifications of the proposers
- Likely success of proposed initiative

A sample rubric that will be used to help evaluate each proposal is attached. Final approval for funding will be made by the LVAIC Board of Directors.

It is anticipated that funding awards will be announced on or before May 15, 2013. Groups that receive funding for a proposed initiative will be required to submit an annual report to the LVAIC
Chief Academic Officers. Annual reports will include a description of the activities completed, assessment results, and a budget update.

Cooperative Academic Programs currently being funded this year are:

- Undergraduate Medieval Studies Conference
- Student Affairs Prof. Dev. Workshop
- LVAIC Student Math Conference
- Undergraduate Psychology Conference
- Student Social Research/Social Justice Symposium
- Lehigh Valley Ecology/Evolution Symposium
- CE Advising Adult Learners Conference
- Africana Studies Events
- Multicultural Affairs Events
- Women’s Studies Conference
- Lehigh Valley Research Consortium
- LVAIC Neuroscience Conference
- Italian Shared language program

Questions concerning these proposals should be addressed to: Diane Dimitroff, Executive Director of LVAIC, at dimitroffd@lvaic.org

Sincerely,
Pat Farrell

Scroll down to see Rubric for Review of LVAIC Cooperative Academic Program Proposals for 2013-2014
Rubric for Review of LVAIC Cooperative Academic Program Proposals for 2013-2014

Proposal: ________________________________________

<table>
<thead>
<tr>
<th>Activities Supported and Anticipated Impacts</th>
<th>Weak</th>
<th>Average</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Not likely to improve student experience or will only improve experience at a limited number of LVAIC schools</td>
<td></td>
<td></td>
<td>☐ Will significantly improve student experience at multiple LVAIC schools</td>
</tr>
<tr>
<td>☐ Not likely to increase LVAIC cross-registrations</td>
<td></td>
<td></td>
<td>☐ Have a high likelihood of increasing LVAIC cross-registrations</td>
</tr>
<tr>
<td>☐ Not likely to results in short- or long-term cost savings</td>
<td></td>
<td></td>
<td>☐ Have a high likelihood of short- or long-term cost savings</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Assessment Plan</th>
<th>Weak</th>
<th>Average</th>
<th>Excellent</th>
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</thead>
<tbody>
<tr>
<td>☐ Assessment plan weak (outcomes difficult to measure or not likely to provide useful information for future improvements)</td>
<td></td>
<td></td>
<td>☐ Clear assessment plan with measurable outcomes and with high likelihood of providing useful information for future improvements</td>
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<table>
<thead>
<tr>
<th>Qualifications of Proposers</th>
<th>Weak</th>
<th>Average</th>
<th>Excellent</th>
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<tbody>
<tr>
<td>☐ Qualifications of proposers unclear or there is a significant lack of alignment between qualifications and project leadership needs</td>
<td></td>
<td></td>
<td>☐ Proposers are well qualified; high likelihood of project success based on leadership</td>
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<table>
<thead>
<tr>
<th>Budget</th>
<th>Weak</th>
<th>Average</th>
<th>Excellent</th>
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<tbody>
<tr>
<td>☐ Use of funds is not clearly spelled out OR budget is not in alignment with activities proposed</td>
<td></td>
<td></td>
<td>☐ Clear articulation of how funds will be spent</td>
</tr>
<tr>
<td>☐ How funds will be managed is unclear</td>
<td></td>
<td></td>
<td>☐ Clear articulation of how funds will be managed</td>
</tr>
<tr>
<td>☐ Total budget is not in alignment with available funding</td>
<td></td>
<td></td>
<td>☐ Total budget is in alignment with available funding</td>
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<table>
<thead>
<tr>
<th>LVAIC Consultations During Proposal Development</th>
<th>Weak</th>
<th>Average</th>
<th>Excellent</th>
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</thead>
<tbody>
<tr>
<td>☐ Unclear use of LVAIC faculty, staff, and administrators in development of proposal OR obvious partners for proposal were not involved</td>
<td></td>
<td></td>
<td>☐ Excellent use of LVAIC faculty, staff, and administrators as appropriate in development of proposal</td>
</tr>
</tbody>
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| Overall Rating (i.e., likely success of proposed initiative with respect to LVAIC goals) | | | |

February 21, 2013