

POLICY

In order to foster innovation and stimulate the development of worthwhile projects that may lead to improved instruction and learning, the concept of "Released Time and Innovative Projects" has been adopted. Released time (reduction in teaching load) during the academic year and Innovative Projects (additional compensation) during the academic year or the summer are seen as ways in which the faculty can be freed from some normal and expected duties in order to be able to devote time and energy to the innovative task.

The President of the College is authorized to administer a Released Time and Innovative Project Program under such regulations as he deems appropriate.

## PROCEDURE

This procedure outlines the method to be used to finance curriculum development projects conducted by faculty members either individually or in groups. Monies will be used to provide instructional supplies and other forms of assistance to selected faculty proposals and to provide time necessary for the execution of the project. Such time may take several forms, depending upon the requirements of the specific project. It may, for example, involve time released from a faculty member's regular assignment as for example during Spring Term, or it may provide additional compensation or a summer job.

## PROPOSAL DEVELOPMENT

Faculty members desiring to apply should complete a formal proposal in the format indicated in the attached guidelines (Extra copies of the guidelines are available from each department Dean.) The application is prepared by the faculty member(s) to be involved in conjunction with his (their) respective department Dean. If necessary or desirable, the Vice President of Academic Affairs, Dean of Library Services, or members of their staff may be called upon for help in preparing the proposal.

## PROPOSAL GUIDELINES

### ELIGIBILITY:

Part-time faculty of Ocean County College are eligible to conduct projects individually or in groups.

### ACTIVITIES SUPPORTED:

Priority will be given to innovative projects designed to improve the efficiency and effectiveness of student learning.

### DEADLINE FOR SUBMISSION:

Formal proposals must be submitted to your Department Dean in ten (10) copies, no later than April 5th. Department Deans will forward proposals to the Vice President of Academic Affairs. Applicants are encouraged to consult with the Educational Development Specialist in formulating their project proposals.

### CONTENT OF PROPOSAL:

Applicants should use the following proposal format:

- A. Cover Page -
  1. Name/Department
  2. Project Title
  3. Semester in which the project will occur (i.e., Summer, Spring, Fall)
  4. Brief description of proposed project
  5. Name of course in which the innovation will be used
  6. Frequency course is offered: Fall, Spring, Summer
  7. Number of sections offered per semester
  8. Estimated number of students enrolled per semester

- B. Rationale - proposal should speak to some or all of the following points:
1. Describe what the project proposes to accomplish
  2. Why is it important or relevant to undertake the project?
  3. What specific deficiencies will the project offset?
  4. How will student learning of the course content differ following implementation of the innovation?

### INNOVATIVE PROJECTS GUIDELINES

- C. Project Objectives -

What are the major objectives of the project? Project objectives reflect the major emphasis of the project in a clear statement of instructional intent, and provide a sense of direction for all concerned in developing the project.

- D. Project Design -

How do you plan to meet the project objectives? What specifically must be done to create, produce, and implement the proposed innovation?

- E. Project Evaluation -

How will the innovation (the product of the project) be evaluated? How will the results of the innovation (the effect on student learning) be evaluated?

- F. Time Requirements -

Indicate as semester hour equivalents the estimated time required for completion of the project. Each semester hour should be equated as 35 hours of project work by the applicant. Contributions by support services should not be included when calculating semester hour equivalents.

- G. Support Services -

What college services (e.g., library, computer center, printing, media services) are required to develop and/or produce the project? Consult with the appropriate department in determining estimates of services, staff, and time requirements to complete the project. Be sure that your proposed time schedule is compatible with the schedule of the service involved.

NB. Are the time requirements of support services compatible with the proposed project time schedule?)

- H. Operational Budget (other than salaries) -

Provide a statement of expenses reflecting the costs for supplies, materials, and equipment. The Director of Academic Technology should be consulted regarding these costs. Do not calculate clerical and student assistant costs but do indicate the duties and estimated number of hours involved. Use the attached Statement of Operational Expenses as a guideline.

## INNOVATIVE PROJECTS GUIDELINES

### Progress Report

Innovative Projects are expected to be completed during the semester proposed. A written Progress Report must be submitted to the Vice President of Academic Affairs on or before the last pay day of the semester.

The Progress Report will include the following:

1. A brief review of what the project is to accomplish
2. A description of results - including any omissions and/or departures from the original proposal.
3. A file copy of all rough draft material (i.e., manuscripts, study sheets, scripts, programmed learning forms, etc.)
4. Other supplementary materials relevant to the development of the project.
5. Specific plans for the implementation of the innovation, including approximate dates.

### FINAL REPORT:

A written report must be submitted to the Vice President of Academic Affairs by the end of the semester in which the innovation was first implemented. The Final Report must include:

1. How the innovation and its implementation were evaluated.
2. The results of the evaluation.
3. An analysis of the results.
4. Recommendations for improvements, revisions, and new innovations.

### EXTENSIONS

Any request for extensions on the Progress Report or Final report must be made in writing to the Vice President of Academic Affairs on or before the listed due date for the particular report (i.e., Progress Report - last pay day of the semester; Final Report - end of the semester in which the innovation was first implemented). The request for extension should include:

1. Reason for request
2. Present state of completion of the project.
3. Anticipated completion date.

### EVALUATION OF THE COMPLETED PROJECT

Completed faculty Released Time or Innovative Projects will be evaluated by the applicant's Department Dean and the Vice President of Academic Affairs.

### PROPOSAL REVIEW/AWARDING RELEASED TIME OR INNOVATIVE PROJECTS

Your proposal will be reviewed and evaluated by your Department Dean, the Vice President of Student Affairs and the Vice President of Academic Affairs with advisement from the Committee on Instruction and Professional Improvement. Announcement of the Innovative Project recipients will be made by the Vice President of Academic Affairs before the end of the Spring Semester.

Upon approval, released or extended time will be provided or funds will be allocated to projects and work may begin as scheduled. Proposals failing approval for reason of lack of funds may be resubmitted the following year (with approval of the department Dean). Projects not approved may not be resubmitted so long as the cause of the rejection exists. Such projects, however, may be modified or improved and resubmitted.

Each fiscal year, the College will attempt to provide an amount of funds to be used for extended time projects. These funds will be awarded to selected projects as described in the preceding section. Where possible, external source of funds will be sought as to maximize the number of approved projects that can be funded. To this end, it behooves those who prepare project applications to consult with the Director of Development in order that the College be fully prepared to seek funding from any source.

External funding, however, is not a requirement for submitting applications for extended time projects. Worthwhile projects that cannot be funded externally may still be funded using funds set aside for the extended Time Projects in the regular college budget.

Recipients of the Innovative Projects will receive the following financial support:

1. Project Budget - including supplies, materials, and other forms of assistance as stipulated in the Project Statement of Operational Expenses.
2. Faculty Salary - If not a Released Time Project, salaries will be computed according to the approved salary schedule. (Projects requiring less than full time will be reimbursed on a prorated basis.)

Questions regarding the procedures should be directed to the Vice President of Student Affairs.

ADOPTED: April 27, 1971  
Revised: March 26, 1979  
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