

## Example Proposal

### Equal Opportunity Planning Committee (EOPC) Proposal Form (for proposals requesting \$5,000 or less from EOPC)

<b>Title</b>	Faculty Diversity Resources Network						
<b>Director's Name</b>	Director Firstname and Lastname						
<b>Unit</b>	Penn State College, Campus, or Academic Support Unit				<b>Phone</b>	123-456-7890	
<b>Office Address</b>	100 Main Building						
<b>Email</b>	xyz123@psu.edu			<b>Category</b>	Curriculum		
<b>Proposal Type</b>	New			<b>If Renewal, # of Years</b>	N/A (New Proposal)		
<b>Funding Period</b>	Academic Year 2016-17			<b># of Program Participants</b>	10-20		
<b>\$ EOPC</b>	2,500	<b>\$ Unit</b>	1,451	<b>\$ External</b>	1,000	<b>\$ Total</b>	4,951

#### Abstract

Our Penn State Campus proposes to develop a Faculty Diversity Resources Network, which will function as (1) a year-long colloquy on the integration of diversity into the curriculum and (2) a clearinghouse of diversity information, media, and data that will be gathered and catalogued to support diversity curricular integration.

#### Outcomes Assessment (measurable outcomes and methods used to gather them)

Measurable Outcomes that will define success:

1. We plan to run the program for three years, with at least 10 faculty/staff participating after the first year and at least five new members joining every year.
2. By spring break of the first year, a link to our online catalogue of diversity resources will be available to all faculty/staff at Penn State, and physical resources will be moved to our Diversity Reading Room.
3. By the end of the academic year, this link will reside on the Research section of our campus' University Libraries website, complete with its own "splash" page, catalogue description, instructions for use, and a short narrative written by one of our faculty members on how to optimize it for teaching and research.
4. Next fall, the percentage of syllabi with some diversity content will rise 10 percent from the previous fall's baseline, which we have determined to be at 13 percent, and every program year the percentage of syllabi with diversity content will rise at least 5 percent from the previous year.

Methods used to gather Measurable Outcomes:

- Measurable Outcome #1 above will be assessed by tracking program participation.
- Measurable Outcomes #2 and #3 will be assessed by whether we complete the online catalogue and establish the links and webpages described above.
- The Chancellor's Office has agreed to help us assess Measurable Outcome #4 by providing all course syllabi for the academic year. These syllabi will be examined by the three faculty members who established our 13 percent baseline, and they will examine the new syllabi to determine whether we attain the thresholds stated above.

**Everything above must fit on this page. After finishing, email this form to EOPC (eopc@psu.edu); you will then be contacted with further instructions.**

**Description of Program Participants, Need, Goal(s), Actions, and Strategic Plan Linkage**

*Program Participants:* 10-20 faculty/staff from our campus (10 after the first year and at least 20 by the end of the third and final year of the program)

*Need:* Based on our assessment of course syllabi, only 13 percent contained diversity content

*Goal:* To give faculty the tools they need to infuse diversity into their courses per the Outcomes Assessment section

*Actions:*

1. Establish a committee of 3-4 faculty with expertise in diversity pedagogy, including a librarian with expertise in digital media and a faculty member in nontraditional diversity disciplines (e.g., engineering) to ensure that we address this need.
2. Build a portfolio of physical and digital resources for content and pedagogy, relocate physical resources to our Diversity Reading Room, and catalogue them for easy identification; develop an online catalogue for the digital resources as described in Measurable Outcomes #2 and #3.
3. Our executive and academic leadership will host a luncheon that all faculty/staff will be invited to attend to introduce these resources and kick-off the colloquy.
4. The monthly colloquy will focus on appropriate methods and resources. Those who join will be asked to attend every meeting throughout the year, and updates on resources will be sent to all faculty/staff, including those who don't participate.
5. Populate the Research section of website per Measurable Outcomes #3.
6. Conduct assessment of syllabi per Measurable Outcomes #4 (3 faculty members).

*Strategic Plan linkage:* "Diversity is critical to the education of all students. It broadens their exposure to people representing different countries and nationalities; age groups; racial, ethnic, religious, and socioeconomic backgrounds; mental and physical abilities; and sexual orientations and gender identities, among others." (Penn State Strategic Plan, p. 5)

**Proposed Budget**

Line Items & Notes (Add rows by using tab key)	\$EOPC	\$Unit	\$External
Food Costs for Luncheon (~75 attend @ \$20 per)	1,500		
Honorarium for Luncheon Speaker			1,000
Travel Expenses for Luncheon Speaker (mileage – 427 total miles @ 54 cents per mile)		231	
Refreshments for Colloquy (6 sessions, ~10 per session @ \$10 per person plus a \$20 delivery fee per event)		720	
Digital Content Web Developer Wages		500	
Database Software for Digital Web Interface	1,000		
<b>Totals</b>	2,500	1,451	1,000

**If any, specify external funding sources**

NSF grant that includes provisions for diversity in science education

**By typing in the names below, the proposal writer certifies that this proposal has been approved by all of these individuals:**

Unit Executive	Immediate Supervisor	Financial Officer
Executive Name	Immediate Supervisor Name	Financial Officer Name