Student Success Fee: Special Projects for Improving the Classroom Experience (SPICE)
Request for Proposals for Innovative Approaches to Instruction

Proposals due Monday, February 10, 2025, by 11:59pm
for funding in AY 2025-2026

https://www.cpp.edu/spice/index.shtml

PURPOSE

Funds are available through the Student Success Fee to develop and implement innovative or proven effective approaches to instruction. The focus of funding shall be on instructional approaches designed for either the physical or virtual classroom which will lead to greater student learning. All tenured faculty, probationary faculty, lecturers, librarians, counselors, and coaches who comprise Unit 3 employees are eligible to submit proposals. Proposals may be submitted by individual faculty or by faculty teams.

There are some important changes to this year's competitions:

1. Faculty may be named PI or co-PI on a maximum of TWO applications across both SPICE programs. Please do not combine multiple project ideas into one application. Each proposal should focus on a single project idea.
2. SPICE recognizes that new ideas or equipment sometimes require significant faculty effort. Funding for a stipend for overload or summer support can be included in SPICE proposals. Assigned time will not be approved due to the impact on instruction. The maximum dollar amount for faculty overload that may be included in a proposal is $7,464. This is equivalent to the standard replacement rate for 3 WTU of assigned time. If two or more faculty members collaborate to achieve the objectives of the project, they must divide the maximum total.
3. To encourage a wider range of applications in the future, successful applicants in this competition will not be able to apply the following year.

All SPICE funds awarded must be fully expended during the Fiscal Year. Under exigent circumstances, it is possible to apply for approval to extend the spending deadline, but all proposals should assume that unexpended funds will revert to SPICE to support future applications.

In addition to other areas of innovation, we would like to call your attention to two specific areas of focus for AY 2025-2026 competition. Applicants are encouraged to propose innovative approaches/technologies that offer:

1. "PolyX" (signature polytechnic experiences) that involve students in discovery, addressing challenges in the field, collaboration, involvement with the community, and mentoring, and/or
2. Course experiences that improve teaching and learning in flexible learning modalities (e.g., mixed face to face and synchronous, flipped, hybrid, hyflex, etc.). (**NOTE**: Strategies and resources that support flexible learning modalities often enhance the learning experience in face-to-face classes as well as in hybrid, flipped, hyflex, etc. Please highlight how your proposal can benefit students across different modalities of instruction.)

PolyX is the formalization of Cal Poly Pomona's learn-by-doing philosophy and promotes students' discovery of the opportunities and challenges within the field and the development of creative and innovative solutions to those conditions. Through collaborative learning and intense mentoring, PolyX engages students beyond the classroom and prepares them for professional and civic success. Please see PolyX Hub for additional information. Please note that your project does not have to be in the PolyX Hub to qualify for a SPICE grant.

Seven criteria of a PolyX:
- Intense mentorship
- Dissemination beyond the classroom
- Creativity, discovery, and innovation
- Diverse and multidisciplinary perspectives
- Global and community engagement
- Collaborative learning
- Critical thinking and problem solving

Proposals will be shared with deans and department chairs to encourage coordination of resources and to avoid duplication.

ELIGIBLE PROJECTS AND COSTS

Eligible projects include but are not limited to:
- Implementing innovative teaching practices
- Integrating signature polytechnic experiences
- Developing new course experiences
- Ensuring accessibility for online course materials
- Holding on-campus seminars or workshops
- Inviting guest speakers to classrooms
- Developing high-quality online or hybrid courses

- Providing learning resources.

Costs: Typical proposals range from $5,000 to $17,000. Maximum for a single proposal is $25,000. Proposals less than $5,000 are also welcome. Full funding for proposals is not guaranteed, and proposals may be partially funded. SPICE recognizes that new ideas sometimes require significant faculty effort. Funding for a stipend for overload can be included in SPICE proposals. Assigned time will not be approved due to the impact on instruction. The maximum dollar amount for faculty overload that may be included in a proposal is $7,464. This is equivalent to the standard replacement rate for 3 WTU of assigned time. If two or more faculty members collaborate to achieve the objectives of the project, they must divide the maximum total.

Faculty may be named PI or co-PI on a maximum of TWO applications across both SPICE programs. Please do not combine multiple project ideas into one application.

Funds are state dollars (not Cal Poly Pomona Foundation, Inc.) and will be spent using state processes, guidelines, and deadlines. See hospitality guidelines for expending State funds on food for student events or professional development events, or for paying individuals to participate in surveys and studies.

NOT ELIGIBLE: Faculty travel to conferences, research not related to coursework, and projects not related to the classroom experiences of students.

* If there is a lack of eligible proposals for funding, the remaining available funds may be transferred to Modernize Classroom Equipment.

REQUEST FOR IT AND FACILITIES COST ESTIMATES

If applicable, proposal budgets must include rough estimates provided by Information Technology & Institutional Planning (IT&IP) and/or Academic Resources and Planning as appropriate. For example, if a proposal calls for computer equipment installation, IT&IP must provide a rough estimate of the total cost of equipment, plus installation. If the room where the computer equipment will be installed requires additional electrical outlets, proposers should contact Andrew Naranjo, Capital Projects Specialist in Academic Affairs.
- For estimates from IT&IP, please submit a "Make a Request" help ticket and put "SPICE Funding - Technical Review" in the short description box.
- For assistance with scoping out the infrastructure requirements and advice on potential costs, please contact Andrew Naranjo at amnaranjo@cpp.edu and include in the subject line that it is a SPICE estimate. If you are proposing the purchase of equipment, please provide vendor specifications for the equipment you intend to purchase in order to ensure accurate budgeting and

approval.

- To include the estimates in your proposal, upload PDFs of the estimate documents as attachments to your proposal.

Any proposal requiring infrastructure additions/alterations, cosmetic or physical improvements to a room or teaching facility must have approval from the Dean of the College, and is subject to applicable California building code, fire/life/safety, and permit requirements. The project must consider, and the budget must include any infrastructure needs such as electrical, ventilation, plumbing, and space clearances (including height). It is highly recommended that interested faculty submit their request for estimates as soon as possible and allow ample time (4-6 weeks) for the estimates.

TIMELINE

- Deadline for submission – February 10, 2025, by 11:59pm
- Selection and notification to awardees – May 5, 2025
  - Abstracts of successful proposals will be listed on the SPICE website.
- Funding approval is conditional on final approval by FP&M or IT&IP, if applicable
- Completion of spending – By the end of the 2025-2026 fiscal year (June 30, 2026). University spending deadlines will apply. We recommend planning to submit all expenditure requests no later than February 28, 2026, to assure expenses post in time. **NOTE: The deadline to request a spending extension due to exigent circumstances is May 15, 2026.**
- Commencement of work – July 1, 2025
  - Selected proposals that require IT&IP and FP&M work orders will be scheduled in cooperation with those departments.

PROJECT SELECTION

The Special Projects for Improving the Classroom Experience (SPICE) Committee includes faculty members, student leaders, and representative administrators from Academic Affairs, Information Technology & Institutional Planning, and Facilities Planning & Management. The primary criterion for selection is potential impact on student learning. See below for a detailed selection rubric.

USING FUNDS IF AWARDED

If funds are awarded, a budget allocation will be made to the department and expenditures tracked with a SPICE-related class code in the chartfield-string used on all paperwork. Funds are

state dollars (not Cal Poly Pomona Foundation, Inc.) and will be spent using state processes, guidelines, and deadlines.

Awarded funds must be used for the purposes for which they were budgeted, with reasonable deviations allowable.

University Administrative Processing Timelines apply, with some deadlines as early as March 2026 depending upon the activities involved. <u>We recommend planning to submit all expenditure requests no later than February 28, 2026, to assure expenses post in time.</u>

FOR QUESTIONS

Please email spicecommittee@cpp.edu.

APPLICATION FOR INNOVATIVE APPROACHES TO INSTRUCTION

Note: The application form provided below is for proposal planning purposes. For proposal submission, the components noted below will be entered into the InfoReady proposal submission and review platform: https://cpp.infoready4.com/. You will need your CPP login credentials. Please note that proposals may be submitted starting on November 15, 2024, and are due on February 10, 2025.

Applicant First Name:
Applicant Last Name:
Bronco ID Number:
Email:
Primary Appointment Title:
Faculty Status (Tenure, Tenure Track, Lecturer)
Primary College Name:
Primary Department Name:
Collaborators:
Requested Overload:
Total Funding Requested:
Is Partial Funding Acceptable? (Y/N)
Proposal Title:
Proposal Abstract:
Brief Description of the Impact on Student Success:

Proposals must be submitted via InfoReady.
The deadline to apply is February 10, 2025, by 11:59pm

Use the questions below for planning your proposal. When ready, use the InfoReady platform to submit your proposal: https://cpp.infoready4.com/. You will need your CPP login credentials.

Please answer the questions below briefly) and provide an attached budget (see the budget template below). Extensive detail is not necessary; however, please provide enough to inform the selection committee fully.

1. Describe what you plan to do. Describe the anticipated impact your project will have on student learning, with reference to program goals. Describe plans for assessment of the project's impact on student learning. Include specific ways of measuring its effectiveness. What data will be used to determine its success? (Character limit 10240 / Word limit 1000).
2. Describe the scope of the project. How many students will this project affect? Is there a particular group of students who will be addressed, e.g., graduating seniors, veterans, student parents, students from groups historically underrepresented in the field or the university, etc.? Will the project benefit students in ways other than specific learning outcomes, e.g., progress to graduation? Describe how the project emphasizes inclusive engagement and equity-minded strategies. (Character limit 10240 / Word limit 1000).
3. Address sustainability issues – is this a one-time expenditure, an ongoing expenditure, etc.? If the expenditure is ongoing, please provide plans to secure ongoing funding apart from the Student Success fee. (Character limit 10240 / Word limit 1000).
4. What resources do you need to complete the project? Using the attached budget template, provide a detailed budget, including justification for items requested. (Character limit 10240 / Word limit 1000).
   a. Does your project involve purchasing furniture or equipment?
   b. If yes, which building and room will it be going into? What utilities does it require (power, internet, water, gas, other)? (Character limit 10240 / Word limit 1000).
   c. Do your proposed activities require room or building system upgrades? Yes or no.
   d. Is your project partially funded by other sources? Please elaborate. (Character limit 10240 / Word limit 1000).
   e. Would partial funding benefit your project? If your project is partially funded, how would you adjust the project to meet the partial funding amount? (Character limit 10240 / Word limit 1000).
5. Is your project in the PolyX Hub? Yes or No. If no, and you believe your project satisfies the requirement for a PolyX, you are encouraged to apply for your project to be included in the PolyX Hub. Please see PolyX submission instructions here. It is NOT required that projects are submitted to PolyX to be considered for SPICE funding, but projects that are submitted to PolyX may receive bonus points (please see the selection rubric for details). Please include the email notification of your PolyX submission as an attachment to your SPICE application. If your project is already in the PolyX Hub, you do not need to provide any additional information. (Character limit 10240 / Word limit 1000).

6. Describe how your project supports flexible learning modalities (e.g., mixed face to face and synchronous, flipped, hyflex, etc.). (Character limit 10240 / Word limit 1000).

COMMITMENT STATEMENT

If my project is selected, I will:
- Use the project resources as outlined in my budget.
- Provide, upon request from the Improving the Classroom Experience Committee, a summary of spending and an assessment of the usefulness of the program.
- Provide dissemination materials upon request (e.g., a presentation at a brown bag or a university event, etc.)
- Expend grant funds during the 2025-2026 fiscal year, understanding that spending deadlines as early as March 2026 could apply.
- Allow my abstract to be listed on the SPICE website of successful applicants.

BUDGET TEMPLATE

Priority	Item	Amount	Justification
2	EXAMPLE: American Society of Civil Engineers Mini-ExCEEd workshop	EXAMPLE: $400 per participant x 24 participants = $9600	EXAMPLE: The ASCE Mini-ExCEEd workshop is a 2-day version of the acclaimed 6-day ExCEED teaching workshop. It is open to participants from any field. The ExCEED workshops have a profound impact on faculty members' teaching practices. Research shows that excellent teaching practices can improve student learning outcomes (see for example Felder et al., 2011).
1	Stipend for faculty to develop workshop materials	$7,464	
3	Funding to hire student assistants	$2,000	
	Add rows as needed		
	Total request	$19,064	

Felder, R. M., Brent, R. and Prince, M. J. (2011), Engineering Instructional Development: Programs, Best Practices, and Recommendations. Journal of Engineering Education, 100: 89–122. Doi: 10.1002/j.2178-9830.2011.tb00005.x

- Funding for a stipend for overload can be included in SPICE proposals. Assigned time will not be approved due to the impact on instruction. The maximum dollar amount for faculty overload that may be included in a proposal is $7,464. This is equivalent to the standard replacement rate for 3 WTU of assigned time. If two or more faculty members collaborate to achieve the objectives of the project, they must divide the maximum total.

SCORING RUBRIC

(To be used BY SELECTION COMMITTEE MEMBERS to evaluate proposals)

BONUS ITEMS (each bonus item is worth 2 points)
Proposed activities focus on innovative approaches/technologies that offer "PolyX" course experiences that involve discovery, addressing challenges in the field, collaboration, involvement with the community, and mentoring. Projects that are in the PolyX Hub will receive bonus points. Projects that are submitted to the PolyX Hub will be considered for bonus points.
2 = Yes
0 = No

Proposed activities aim to improve/enhance teaching and learning in flexible learning modalities
2 = Yes
0 = No

REQUIRED ITEMS
Proposed activities are reasonable and well-planned, with a high likelihood of achieving the intended outcomes
4 – The proposal is very well-crafted, with a clear description of reasonable activities, a practical timeline, and achievable objectives
3 – The proposal has a description of reasonable activities, a practical timeline, and achievable objectives
2 – The proposal has a description of activities, a timeline, and objectives, but one or more parts of the plan are vague or questionable.
1 – The project plans are hard to understand, vague, and/or unreasonable

Student learning outcomes addressed, and assessment plans included
4 – A clear case is made that the activities will improve student learning outcomes, and assessment plans are exemplary
3 – A case is made that the activities will improve student learning outcomes, and assessment plans are well-crafted and reasonable
2 – The activities may or may not improve student learning outcomes, and/or assessment plans are vague
1 – Activities do not address student learning outcomes and/or no assessment plans are provided

Activities support innovative teaching strategies OR are proven effective strategies that require significant support to implement

4 – Evidence is provided to make clear that activities support teaching practices that are innovative or are proven effective and require significant support to implement
3 – Evidence suggests that activities support teaching practices that are innovative or are proven effective and require significant support to implement
 2 – Proposed activities support teaching practices that may lack innovation, evidence is not given to show effectiveness, OR the teaching practices addressed do not require special support to implement
1 – Activities address standard good teaching practices that should already be in place

Scope of impact on students; inclusivity and equity
4 – Project will benefit a large percentage of students in the program and/or will affect many (hundreds) non-program students, AND project is deliberately designed to incorporate inclusive strategies leading to equitable outcomes for all students.
3 – Project will benefit many students in the program and/or a significant number of non-program students, OR project is deliberately designed to incorporate inclusive strategies leading to equitable outcomes that address equity gaps in the course or a curriculum.
2 – Project will benefit some students in the program and/or few students not in the program. Project does not explicitly address inclusivity and equity.
1 – Project is focused on a narrow objective and will benefit a small number of students in a given academic year, AND project neglects inclusivity and equity.

Budget is reasonable, and justification is provided for each item
4 – Each item is accurately priced and a strong justification for its utility is given
3 – Items are appropriate but either pricing method is questionable, or justification is not strong
2 – Rationale for both items and pricing is weak
1 – Requests are not reasonable

Project is sustainable
4 – There are no expected additional ongoing expenses due to implementing the project
3 – There are minimal new ongoing expenses and the funding for those has been adequately addressed
2 – There are significant new ongoing expenses and the funding for those has been adequately addressed
1 – There are significant new ongoing expenses and the funding for those has not been adequately addressed

Total: 24 plus 4 bonus points possible

FOR SPICE SELECTION COMMITTEE USE ONLY
Please comment on any item that you scored less than 3; please also add any other comments you may have: