

Program Innovation Fund

Proposal Application Guidelines 2018-2019

I. PURPOSE

Recognizing both the challenges and changing expectations facing higher education today, the University of Maine System (UMS) is continuing the Program Innovation Fund (PIF) to support and foster program development essential to the success of the State of Maine and to the seven campuses and students in the System. The intent of the fund is multifaceted, and began with a focus on multi-campus collaboration and enrollment growth in the 2016-2017 AY. The importance of multi-campus collaborations and enrollment growth have not changed for the 2018-2019 AY; however, the PIF program has been expanded to include the following criteria, as explained in the pre-proposal process: address workforce needs, increase adult attainment, and develop credentials of value. Additionally, proposals should address feasibility and expediency.

The 2018-2019 PIF process began with a call for pre-proposals resulting in 20 submissions, with 15 of those invited for submission of a full proposal. Again, the criteria guiding both the pre-proposal and upcoming proposal submissions were/are:

1. *Respond to demonstrated workforce needs:* the UMS Board of Trustees is particularly interested in our institutions' ability to address the development of the state workforce, and to respond to the needs of the state and its people in doing so;
2. *Expand adult attainment:* with the well-known demographic challenges among traditional-age students in the state, we have an opportunity and an obligation to develop programs and credentials that appeal to adult learners and speak to their needs;
3. *Develop credentials of value:* workforce needs and adult attainment may be met through a variety of academic credentials that stop short of a full degree, but that are recognized by employers as attesting to the competencies of the credential-holder (e.g. digital badges, certificates, stackable credentials, etc.);

Additional considerations:

4. *Feasibility and expediency:* proposals should be practical and realistic with a strong likelihood of success, and include plans for reasonably rapid development and implementation;
5. *Collaboration and statewide impact:* requires the engagement of two or more campuses among the seven UMS institutions, and may include requests for new programs or the expansion of existing collaborative programs; must address anticipated impact on the state;
6. *Enrollment growth:* a full consideration of the capacity of the program to grow enrollment within the UMS through enhanced student recruitment or retention.

II. EVALUATION METHODOLOGY

All submissions for the *Program Innovation Fund* will be evaluated by the UMS Council of Chief Academic Officers (CCAO) or their designees. The criteria for evaluation of proposed programs are specific to what is described above, as well as relevant practical and financial considerations. Please refer to Appendix I for the detailed rubric for evaluation of PIF proposals.

III. SPECIFIC PROPOSAL GUIDELINES

Eligibility and Requirements:

Faculty applying for funding to develop or implement a new program must include UMS faculty who are tenured or in a tenure-track position. Academic administrators may collaborate with faculty on proposing specific programs.

For proposals listing multiple collaborators, particularly across academic units and universities, the primary applicant(s) must ensure that all individuals to be involved in the new program are fully committed to it as described in the proposal. Appropriate school, department or college-level academic administrators must approve the proposal, and are encouraged to offer a memo of support. Thus, it is strongly recommended that applicants work with their department/school administrators and appropriate Deans, Heads, or Chairs to obtain prior endorsement for their submissions.

Essential Proposal Elements: Within a limit of 12 pages, not including the application form or relevant appendices (**brevity is strongly encouraged and fewer pages will be particularly appreciated**) provide brief, but sufficient, detail to allow the CAOC to determine the feasibility and likely impact of a proposed program. Required elements of a proposal are:

1. Completed Application Form (Appendix II) with proposed program name (form not included in page limit).
2. Brief Proposed Program Description - such as: enhancement of workforce development for adult learners, which campuses are involved in the collaboration, intended student/disciplinary audience, type of credential, distinguishing elements of the program to grow enrollment, linkage to other UMS programs, linkage to UMS mission, unique student experiences, delivery format, etc.
3. Enrollment Demand/Enrollment Projections - provide short- and long-term evidence as appropriate of program need, e.g., demand for graduates, connection to Maine workforce/economic needs, connection to new directions in a discipline, collaboration with the public sector in program development, demand for master's level preparation, opportunity to deliver alternative or supplemental credentials, etc.
4. Curriculum Overview or Outline – briefly identify the course framework (i.e., any anticipated required courses and/or electives – including notations of existing versus new courses) and intended learning outcomes of the program.
5. Faculty/personnel – describe both the number of faculty and other personnel needed for the program, as well as faculty on any campus in the UMS system who would participate in developing or delivering the program; include institutional support offices as necessary (e.g. marketing, advising, career services, etc.).

6. Program Assessment – briefly describe the evaluation process and metrics to be used to examine the effectiveness of a pilot program, as well as the anticipated assessment methodology if the program is fully implemented.
7. Proposal Budgets – budgets may be submitted as appendices beyond the 12-page limit:
 - (a) Include a budget for any pilot activities (\$200K maximum – smaller requests strongly encouraged) to assess long-term potential of a proposed program (e.g., experimental course offerings, reassigned time, interaction with external constituencies, further market studies, etc.). Matching funds will be considered during evaluation of proposals; thus, if such funds are available, please outline any matching contributions that will be used to fund the proposed work.
 - (b) Include an anticipated, but preliminary, budget for a full implementation of the proposed program (e.g., eventual faculty lines, support needs, marketing materials, etc.). Again, matching funds, long-term in this case, will be considered in proposal evaluation; thus, if such funds are available, please outline any other matching contributions that will be used eventually to fund full implementation of a program. Make sure you include any anticipated administrative costs of program implementation and consult with the appropriate offices at your institutions to determine what capacity currently exists, and what those costs might be.

As with any curricular proposal, ultimate approval of a proposed academic program or certificate for official implementation must be vetted according to campus procedures and UMS Board of Trustees' policy. Nonetheless, special consideration will be given to those proposals that include pilot activities designed to evaluate the potential success of any new program, e.g., experimental offerings, special topics courses, use of existing courses with new, innovative direction, etc. Consultation with the College Dean, Graduate Dean, Division Chair, or other relevant administrator on the front-end is highly encouraged.

IV. SUBMISSION INSTRUCTIONS

- Program proposals that address some combination of the priorities listed above should be submitted to the VCAA Office, 261 Estabrooke Hall, University of Maine – Orono, in care of Christina Pelletier (christina.pelletier@maine.edu) no later than March 11, 2019. Proposals may be submitted in electronic or hardcopy format. Questions related to proposal preparation can be sent to Dr. Bob Neely (robert.neely@maine.edu), 261 Estabrooke Hall, who will determine the individual best able to answer specific questions. Signatures of support must be obtained from the appropriate academic administrative leaders on the application form. **Please review the proposal in the context of the above requirements and the attached rubric prior to submission.**