FACULTY FEEDBACK & SHARED LEARNING

• As a reviewer, what am I looking for?
  ○ All you have to go off of is the rubric, so you try to make it really relevant so use CTE data points to strengthen your argument, both successes and challenges can make strong arguments
  ○ Recommend 4-5 items max
  ○ Always include requirements of accreditation, including survey results and student feedback, for lab aides show increases in student attendance and how you have decreased attrition (focus on demonstrable outcomes!)

• As an applicant, what is my process? (planning, team, writing, reviewing, timeline, submitting)
  ○ Go to workshops, it’s always harder the first time and it gets easier; innovation can be hard to get to because of the need for technical equipment; dept. chairs can delegate information gathering, decisions on need, and writing to other faculty; be sure to put needs in CRN assessments to document
  ○ Remind faculty to put needs in their CRN assessments
  ○ Application appears to be designed for a single request, but dept’s needs vary (10 dif items) and it can be hard to encompass everything into a single proposal, so may feel like not enough space to make a good case in the space provided

  REMEMBER! The RFP is your opportunity to roll up those related individual requests that you make in PR into a single proposal that demonstrates your big why to an audience of peers.

• As a user, what recommendations for improvements to the Survey Monkey RFP system would I share?
  ○ Meet with people who already have experience with these proposals; ask for examples of a successful proposal
  ○ Could there be more communication so that proposals that are going to be difficult to implement are screened?
YES! This is why you should connect with the fund managers who can guide you on what may be more likely to get funded.

- ITS advice:
  - ITS has standards and requirements, you provide the requirements and ITS provides the standards, will ask “why not?”
  - May be able to point you in the direction of similar equipment/requests
  - Preference for everything working together and standardized
  - Please engage ITS early in the process so they know what you are requesting
  - Question from the audience: can we request funding for outside assistance with Apple products?
    - Response from JR: Apple tends not to come out to service machines, the people who would be coming would be third party, would suggest coming to talk to ITS directly