

**University of New Mexico-Gallup Campus
Staff and Faculty Mini-Grant Application Form
For 2018 - 2019 Fiscal Year**

(please type or print)

Division Arts & Sciences Project Title Online Teaching Honor Library

New Project: Yes X No

Have you received funding this fiscal year? Yes No X

1. Description of the project:

Purchase books on online teaching and the Learn platform and make them available for checkout to faculty in order to enhance online teaching in the division, especially among adjunct faculty.

Faculty can use these books as sources to plan classes, or when they find themselves stuck during an online class.

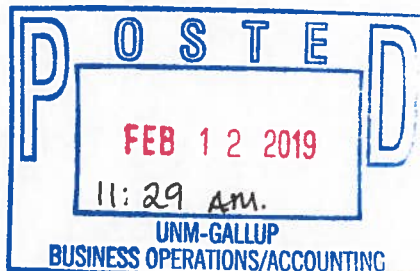
2. Rationale for how the project will benefit the faculty, staff, students, UNM-G, or the communities at large:

Reference guides for basic online teaching and the Learn platform. Faculty can use these books as sources to plan classes, or when they find themselves stuck during an online class.

3. Expected outcomes or products of this project:

Enhance online teaching across the division, by providing resources for faculty to plan courses or solve problems experienced during the teaching of online courses.

4. Describe the timeline for the project, resources needed, and the person responsible for each action step.



When ASAP

Action Step Order from Amazon and set up

Resources Needed Books, Signout/Return Logsheets, Rolling Book Cart. Hope to set up in adjunct Faculty office, but may vary.

Responsible Person

Tom McLaren

5. Estimated budget with justifications:

\$600

Tentative List of Book Titles at list price from Amazon:

1. *Lessons from the Virtual Classroom: The Realities of Online Teaching* \$30
2. *Excellent Online Teaching: Effective Strategies For A Successful Semester Online* \$8
3. *Essentials of Online Course Design (Essentials of Online Learning)* \$30
4. *Online Teaching at Its Best: Merging Instructional Design with Teaching and Learning Research* \$37
5. *The Online Teaching Survival Guide: Simple and Practical Pedagogical Tip* \$34
6. *Excellent Online Teaching: Effective Strategies For A Successful Semester Online* \$31
7. *Blackboard Essentials for Teachers* \$50
8. *Blackboard For Dummies* \$23
9. *Evaluating Online Teaching: Implementing Best Practices* \$45

List Price \$287 + shipping

Rolling Cart \$179 Free Shipping

1. What other funding sources have you explored? Give details.
(Note: funds for this mini-grant must be expended by June 30, 2019)

No

2. If application is approved, the applicant must electronically submit the written final report as a pdf file to the Committee Chair, Carmela Lanza, Eng48@unm.edu within two weeks upon the completion of the project.

Prepared by (please type or print): Tom McLaren Date: 2/9/2019

Approval or Denial (please circle one):

Joe H. Lee
Division Chair or Supervisor

02/12/2019
Date

Approval or Denial (please circle one)

[Signature]
Chair, Mini-Grant Committee

3/5/2019
Date

Approval or Denial (please circle one)

[Signature]
Director of Business Operation

3/6/19
Date

Reason(s) for denial. (Applicant may resubmit proposal for 2019-2020):

Please submit your mini-grant application to Ms. Geralene Lahi, Accountant I, Business Office (SSTC 286, extension 7577), after you obtain your division head's or supervisor's signature.

Due to Geraldine Lahi's Office by Friday, 2/15/2019 5:00 p.m.
Decisions will be announced by no later than 3/01/2019