2023 QEP Engaging Spaces Classroom (re)Design Grant Application

Faculty Information

Lead Faculty Member:

_____
Last Name   First Name   Department

_____
Email   Phone
Participated in: ☐ ACUE ☐ ELF ☐ Engaging Explorations ☐ FLC ☐ Odyssey Grant
☐ TIG Grant ☐ TDOP ☐ Writing in the Disciplines ☐ Other PACE/QEP Activities

Faculty Member 2

_____
Last Name   First Name   Department

_____
Email   Phone
Participated in: ☐ ACUE ☐ ELF ☐ Engaging Explorations ☐ FLC ☐ Odyssey Grant
☐ TIG Grant ☐ TDOP ☐ Writing in the Disciplines ☐ Other PACE/QEP Activities

Faculty Member 3

_____
Last Name   First Name   Department

_____
Email   Phone
Participated in: ☐ ACUE ☐ ELF ☐ Engaging Explorations ☐ FLC ☐ Odyssey Grant
☐ TIG Grant ☐ TDOP ☐ Writing in the Disciplines ☐ Other PACE/QEP Activities

Faculty Member 4

_____
Last Name   First Name   Department

_____
Email   Phone
Participated in: ☐ ACUE ☐ ELF ☐ Engaging Explorations ☐ FLC ☐ Odyssey Grant
☐ TIG Grant ☐ TDOP ☐ Writing in the Disciplines ☐ Other PACE/QEP Activities

Room Information

Building Name: _____ Building Abbreviation: _____

Room No.: _____ Capacity (posted in room): _____ No. of seats: _____ No. of doors: _____

Main Department using the Room: _____

Other Departments using the Room: _____

Items and Equipment Currently in the Space
Select the items that are currently in the learning space.

☐ Instructor's lectern / podium
☐ Instructor's computer
☐ Overhead projector(s)   How many? _____
☐ Document camera (Elmo, Epson, AVerVision, etc.)
☐ Manual (pull-down) screen(s) for projector(s)   How many? _____
☐ Electric screen(s) for projector(s)   How many? _____
☐ Student desks   How many? _____
☐ Student computers   How many? _____

☐ Speakers (Ceiling bar, flush mounted, or other)   How many? _____
☐ Zoom Capability   (Level 1, 2, or 3) _____
☐ Tables   How many? _____
☐ White boards   How many / linear feet? _____
☐ Chalk boards   How many / linear feet? _____
☐ Printer   How many? _____
☐ Other furniture (specify)   _____
☐ Other technology (specify)   _____

Proposed Changes to the Learning Space

Overall Vision for an Active Learning Space

Describe how this room/space will function as an active learning instructional space. What is your vision for students and instructors that will be teaching and learning in the space?

_____

General Need for the Active Learning Space

Briefly describe the need for this active learning space. Consider why the targeted students - and SHSU students in general - would benefit from a reimagined instructional space and how the proposed project fits with the 2019–2024 Engaging Classrooms QEP and its emphasis on active learning strategies and pedagogies.

Proposed Items for the Learning Space

Select the items that will be added/replaced in the learning space.

☐ Instructor's lectern / podium
☐ Instructor's computer
☐ Overhead projector(s)   How many? _____
☐ Document camera (Elmo, Epson, AVerVision, etc.)
☐ Manual (pull-down) screen(s) for projector(s)   How many? _____
☐ Electric screen for projector(s)   How many? _____
☐ Student desks   How many? _____
☐ Student computers   How many? _____
☐ Speakers   How many? _____
☐ Zoom Capability   Level 1, 2, or 3 _____
☐ Tables   How many? _____
☐ White boards   How many / linear feet? _____
☐ Chalk boards   How many / linear feet? _____
☐ Printer(s)   How many? _____
☐ Other furniture (specify) _____
☐ Other technology (specify) _____

Briefly describe how furnishings and technology will be used to support active learning strategies in the space. Link proposed changes to pedagogical aims and best practices for active learning. If applicable, provide model numbers, approximate costs, and sketches.

_____

Briefly describe any proposed changes to the structure of the room.

Examples changes include adding / removing / modifying walls, doors, cabinetry, closets, lab tables, etc. Link proposed changes to pedagogical aims and best practices for active learning.

Submission Checklist

Read the following checklist carefully and indicate whether each item has been addressed / planned before submitting the proposal for review.

Departmental Considerations

☐ Department Chair has been consulted on the feasibility of renovating the space.

☐ Department Chair is aware the space would be unavailable for class scheduling for at least one regular semester – and potentially one regular and one short semester – during renovation.

☐ Department Chair is aware that optimization of use is essential, with instruction being the priority.

☐ Department Chair is aware that at least 35% of the finished space's available instructional time will be shared with other SHSU instructional departments.

☐ Department Chair is aware that departmental funds may be needed to sustain the room (supplies, repairs, etc.), though some items may be covered under manufacturer warranties (furniture, technology, etc.).

College Considerations

☐ College Dean is aware of the intended modifications and uses for the proposed space.

☐ College Dean is aware that college funds may be necessary to support the room (supplies, repairs, etc.).

☐ College construction projects have been reviewed by Dean and no known conflicts exist with modifying the proposed space.

Technology & Software Considerations

☐ Proposed equipment has been priced / verified through / with the advice of IT@Sam.

☐ Proposed software has been priced / verified through / with the advice of IT@Sam.

☐ Proposal includes an official and current IT@Sam Project Proposal packet for the space.

Facilities Considerations

☐ Proposed construction / physical renovation to the space, including hazardous materials remediation, electrical, plumbing, HVAC, lighting, fire & safety considerations, etc., has been priced / verified with the advice of SHSU Facilities Management.

Furnishings

☐ Proposed furnishings and their configuration within the space have been priced / verified with the advice of HBi or similar SHSU partner.

Proposal Considerations

☐ All requested information has been provided completely and accurately.

☐ Approval from Department Chair is included.

☐ Approval from College Dean is included.

Approvals

In submitting this proposal, the Lead Faculty Member verifies that the proposal has been approved by the undersigned and that relevant scheduling and support considerations have been discussed. The Lead Faculty Member understands that the proposal is subject to review by the Engaging Classrooms QEP Space (re)Design Committee and that additional consultations with IT@Sam, Facilities Management, and other SHSU partners could reveal costs or limitations that affect the feasibility and funding of a proposal that is initially approved for further development.

Lead Faculty Member:

Print Name: _____

Signature: _____   Date: _____

Department Chair:

Print Name: _____

Signature: _____   Date: _____

Dean:

Print Name: _____

Signature: _____   Date: _____