Information for CTLA Faculty-Staff Summer Workshops 2023

The deadline for 2023 Summer Workshop Proposal Form was Friday, March 3rd. Proposals included the type of workshop proposed, a brief description, expected outcomes, the anticipated audience, and 1 or 2 potential weeks the workshop may be offered. Summer workshops may be held online or in-person on campus.

For the summer of 2023, proposals were reviewed and selected in April by the CLTA and the Instructional Support Committee. Proposers were contacted to finalize the details.

Registration instructions on GLADIS will be provided in May.

Protocols for workshop design and participation:

• Faculty and teaching staff are the primary audience for summer workshops. Specific workshops may be opened to wider staff participation when appropriate.
• Workshops may be offered in either on-campus or online formats.
• Workshops should have clearly stated expectations and objectives for participants.
• Participants will be provided with appropriate resources (stipends, learning materials, etc.) in order to complete a workshop successfully.
• Leaders and participants will complete assessments of each workshop after it ends.
• Workshops need a minimum of six to eight participants to be viable.

Workshop guidelines:

• A workshop ‘day’ is broadly defined as approximately 3 hours of meeting time plus other assignments or readings.

• All participants will submit an evaluation for each workshop they attend. The link for 2023 summer workshop evaluations: CTLA 2023 Summer Workshop Evaluation

• Summer workshop budgets may include stipends:
  • Eligible faculty may receive a stipend for up to two summer workshops (or three summer workshops if one is either a tutorial workshop or a departmental assessment workshop) regardless of the funding source.
  • Stipend amounts:
    o $160 per ‘day’ for faculty participants
    o $260 per ‘day’ for one faculty facilitator
    o $210 each per ‘day’ for faculty co-facilitators
  • The same stipends may be provided for staff members if:
    o The staff member is participating during ‘off-contract’ dates.
    o The workshop is directly related to their position at Grinnell College.
• The following refreshments may be provided for in-person workshops:
  • AM options: Coffee, water, hot tea; pastry of the day or fresh fruit platter
  • PM option: Coffee, water, assorted pop; cookies

• Instructions for leaders about attendance:
  • Please take attendance and submit to hallkarla@grinnell.edu in the CTLA within one week after the workshop is held.

For tips about leading a productive, well-run workshop, see this link: Tips For Leading Summer Workshops These ideas were collected at a Faculty Friday event in 2018.

Types of faculty-staff summer workshops supported by CTLA funding:

Faculty-Staff Summer Workshops afford the opportunity for learning and development in many facets of college life and work. The most successful workshops have a well-defined purpose that describes who will benefit from participation and what long-term impact the workshop may have.

Curricular development workshops focus on individual or collaborative development of specific programs and courses that faculty members may develop. Some of our current concentrations and programs originated with a curricular development workshop.

Pedagogy workshops focus on conversations about topics such as active learning, writing instruction, oral communication, or team teaching. They may be about specific techniques (e.g., a new platform for data analysis); about learning outcomes and assessment of learning; or about other topics affecting teaching and learning in the classroom, labs, and studios.

Learning environment workshops focus on broad issues of student success, classroom management, and building community. They may include topics such as advising, diversity and inclusion, and other topics involving collaboration of faculty and staff as part of a mentoring community.

Further information:

Please contact the CTLA if you have any questions.

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