



Interactive, Web-Based TUES Program Workshop Series



Preliminary Guidelines for Requesting Participation and Hosting Workshops

Thanks for your interest in participating in an interactive, web-based National Science Foundation TUES Program Workshop Series. Before requesting participation in the Workshop Series, please review this entire document to ensure that you understand the local requirements and commitments.

A. To request participation, please do the following:

1. Email your request, including your preferred workshop session(s) in order of preference, to Roger Seals (ceseal@lsu.edu). The available slots will be filled on a first-come-first-served basis.
2. You may request participation in more than one workshop session. For example, you may wish to schedule a **Proposal Writing Workshop** (Session F101 or F102) and/or a **Project Evaluation/Broader Impacts Workshop** (Session F103 or F104) and/or a **Mock Panel Review Workshop** (F105).

The Workshop schedule is as follows:

<u>Session</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>
F101	Wednesday	October 20, 2010	1:00 pm EDT
F102	Tuesday	October 26, 2010	1:00 pm EDT
F103	Wednesday	November 3, 2010	1:00 pm EDT
F104	Thursday	November 4, 2010	1:00 pm EDT
F105	Wednesday	November 10, 2010	1:00 pm EST

The Workshop will be divided into two 75-minute segments with a 15-minute break between the segments.

Sessions F101 and F102 are **proposal writing workshops**. A link to an abstract of the scope and content of these workshops is provided on the Facilitator's Webpage discussed below.

Sessions F103 and F104 deal with **project evaluation** and **broader impacts**. Each of these subjects will be addressed in a 75 minute segment of the Workshop. An abstract for these workshops can be accessed from the Facilitator's Webpage.

Session F105 will consist of a **mock panel review** of an actual proposal submitted to the CCLI program (predecessor to the TUES program). Participants will be asked to review and evaluate the proposal in advance of the workshop. During the workshop session, the participants will discuss their findings and recommendations and receive feedback from the DUE Engineering Program Directors.

3. If interested, you can also request participation in one of the pre-workshop orientation sessions listed below. The purpose of the orientation sessions is two-fold: 1) check local speakers and microphones and 2) answer any questions concerning the facilitation of the webinar sessions. These sessions will not include a formal presentation. The Internet site will remain open for approximately 3 hours. Participants can join the session any time during that period. **If you would like to participate in one of these sessions, please include the designation of the session in your workshop(s) request.**

<u>Session</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>
O1	Thursday	October 14, 2010	2:00 pm EDT
O2	Thursday	October 21, 2010	2:00 pm EDT
O3	Wednesday	October 27, 2010	2:00 pm EDT
O4	Thursday	October 28, 2010	2:00 pm EDT
O5	Monday	November 8, 2010	2:00 pm EST

4. In your request, include the **name** and **contact information** (email address and office telephone #) for your local facilitator.

B. Institutions that request participation in the Workshops are asked to make the following commitments:

1. Provide adequate facilities to conduct the Workshop.
2. Provide a local facilitator for the Workshop.
3. Recruit engineering faculty members who will participate as a group for the entire Workshop. Institutions are also free to invite faculty members from all STEM disciplines.
4. If required, print and provide handouts to the participants. Electronic versions of the handouts will be provided on the Facilitator's Webpage.
5. Encourage all participants to complete the workshop assessment survey.

C. Additional local guidelines:

1. Facilities. The facility should be equipped with a computer projection screen with linkage to the Internet. We will use the Voice over Internet Protocol (VoIP) for all communications. Thus, the host computer should have an adequate external speaker system and an external microphone. Use of a noise cancelling microphone is preferred. It's also best to use a hard wired as compared to a wireless microphone. The workshops are hosted by the LSU Communication Studio which uses an audio-technica USB Cardioid Condenser Microphone, Model AT2020 USB. A microphone with equivalent specifications is recommended. If possible, the room should be equipped with tables that will allow participants to easily interact in groups of 3 or so.
2. Local Facilitator. A staff or faculty member with experience and/or expertise in facilitating small group discussions is preferred. Lacking such an individual, a comparatively senior engineering faculty member familiar with the Course, Curriculum and Laboratory Improvement (CCLI) and the Transforming Undergraduate Education in STEM (TUES) programs will generally be satisfactory. The TUES Program is a recently revised version of the CCLI Program. The facilitator has the following responsibilities:
 - a. Send invitations to potential participants.
 - b. Make arrangements for the facilities.
 - c. Utilizing instructions to be provided by LSU Communication Studio Personnel just prior to the Workshop, log onto the Internet and establish the communication link with the NSF Workshop Leader. This should not require an IT specialist.
 - d. Become familiar with the workshop materials and format in advance of the Workshop.
 - e. Coordinate and lead the Workshop activities at the local site. Detailed guidance will be provided at a later date.
 - f. Complete a workshop assessment survey.
 - g. In advance of the scheduled workshop and at their option, local facilitators will have an opportunity to meet online with the Project Director to discuss any details concerning their participation and responsibilities. These meetings will also be conducted via VoIP. Thus, participants will either need computers equipped with a speaker and microphone or an external headset. Specific arrangements will be provided at a later date.
3. Participants. Engineering faculty members at all ranks with interest in submitting a proposal to the TUES (formerly CCLI) program for an educational development project will benefit from the Workshop. However, the Workshop will be especially beneficial to young faculty members. While the content of the Workshop is oriented towards an engineering educational development project, all STEM faculty members can benefit. The workshops will also help young faculty members to prepare more competitive BRIGE and CAREER proposals. Preparation is the key to realizing the maximum benefit from the workshops. **Therefore, at a minimum, all workshop participants should be advised to carefully read the TUES Program Solicitation in advance of their participation in the Workshop.**

<http://www.nsf.gov/pubs/2010/nsf10544/nsf10544.htm>

4. Assessment Survey. The assessment survey will be posted on an Internet site and can be completed in about 10 minutes. Separate surveys will be provided for facilitators and

participants. The survey will include optional requests for demographical information. All responses will be confidential and used exclusively to improve the Workshop.

5. Refreshments. Strictly at the option of the institution, refreshments can be provided during the 15 minute break that is incorporated into the Workshop. The break is scheduled for approximately 75 minutes after the start of the Workshop.

D. Workshop web pages:

Two web pages have been created for the workshop; one for the participants and one for the facilitators. The **web page for the facilitators** is located at the following URL:

<http://www.step.eng.lsu.edu/nsf/facilitators/>

The information and links available via the **facilitator's web page** are as follows:

1. Templates for Local Promotion of Workshop. These documents can be used to invite faculty members to participate in the Workshops. Three templates are provided- one for the proposal writing workshop; one for the combined project evaluation/broader impacts workshop; and one for the mock panel review workshop. The date, local time, location of the Workshop and other relevant information need to be inserted into the document.
2. Workshop Abstracts.
3. NSF Engineering Program Directors' Bios. These will allow you and the workshop participants to better acquaint yourselves with the current Engineering Program Directors in the Division of Undergraduate Education.
4. Handouts. You may be asked to reproduce copies of handouts in advance of selected workshops and to give them to the workshop participants as directed by the NSF Workshop Leader.
5. Workshop Slides. The PowerPoint slides used by the NSF Workshop Leader will be provided for downloading. You may download a copy of the presentation for your personal use in moderating the workshop locally. **However, we request that copies of the presentation not be provided to the participants in advance of the workshop.**
6. Link to Facilitator Assessment Survey. A separate link will be provided for each workshop session. As a facilitator, you should complete the survey for the specific workshop session you facilitated.
7. Final Guidelines for Local Facilitators. This document will provide detailed guidelines and suggestions for the local management, facilitation and moderation of the workshop. These guidelines will be made available on or before October 11, 2010.
8. A Suggested Model for Post Workshop Activities. A model developed and used by the College of Engineering at the University of Utah to assist faculty members with the TUES proposal development process is provided. Such activities can significantly enhance the competitiveness of proposals submitted to the TUES Program. Such a program or some adaptation of it is strongly encouraged.

Materials for the **proposal writing workshops (F101 and F102)** will be posted on the facilitators' web page on or before October 18, 2010.

Materials for the **project evaluation and broader impacts workshops (F103 and F104)** will be posted on or before November 1, 2010.

Materials for the **mock panel review workshop (F105)** will be posted on or before November 8, 2010.

The **web page for participants** is located at the following URL:

<http://www.step.eng.lsu.edu/nsf/participants/>

You are encouraged to acquaint yourself with the contents of this web page.

I will serve as the contact person for all workshop-related issues. Please feel free to contact me either via email or telephone (225-335-5327).

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