



## Call for Proposals

**Collaborations for Empowerment & Learning:**  
*Innovative Pedagogy & Course Redesign*  
12<sup>th</sup> Annual Summer Conference  
May 29 – 31, 2013 | Fairfield University, CT

The CAE invites proposals for concurrent, roundtable, and poster sessions for our Summer Conference May 29 – 31, 2013. The conference theme is “Collaborations for Empowerment & Learning,” The Conference Committee seeks proposals that reflect collaborative teaching & learning practice and research among faculty, students, higher education professionals, and community partners.

Submissions may address all areas of teaching and learning, though emphasis on the following are encouraged:

- Scholarship of Teaching and Learning
- Engaged Teaching and Scholarship
- Innovative teaching and learning practices
- Strategies that empower colleagues and learners
- Promoting faculty-faculty, faculty-student, faculty-staff, student-student, faculty-staff-student, faculty-community, faculty-student-community collaborations

### **General information**

We encourage the submission of proposals featuring innovative practices, discussion of critical teaching & learning issues, presentation of research and engaged scholarship.

**Submissions are to be made online through the 2013 conference DigitalCommons@Fairfield page.**

*Note:* the system will prompt you to create an account and login before reaching the [submit form](#) itself. You will need to create a DigitalCommons account whether you use the direct link to the submit form or click on “Submit Event” on the 2013 conference page.

- Online submissions begin: **Tuesday, January, 15, 2013**
- Proposals due by 5pm (Eastern Time) on **February 22, 2013**.

*All proposals will be evaluated using a blind peer-review process.*

## Session Types

The CAE welcomes proposals for a variety of session types.

Concurrent sessions (*see description below*):

- 75-minute interactive sessions (to feature a panel and/or two presentations)
- 75-minute roundtable discussions
- Poster presentations

For all session types, proposals should make clear how participants might apply, extend, or adapt the ideas they learned. Audio-visual equipment may be requested.

- **Interactive sessions:**  
These sessions combine brief presentations or panel discussions that actively engage all participants through meaningful activities (e.g., individual reflection, group discussion, hands-on application).
- **Roundtable discussions:**  
These discussions provide an opportunity for various kinds of interactions in a smaller group setting (10-15 people), such as discussion of a concept, approach, program, issue, or case study. This format gathers together people who may be facing similar issues, exploring new ideas, and is an opportunity to brainstorm and share practices. Roundtable facilitators provide discussion prompts and facilitate discussion.
- **Poster presentation:**  
This format is ideal for highlighting a particular program, initiative, or strategy. Presenters will have opportunities to engage in one-on-one discussions with colleagues. Posters should use large fonts and provide illustrative visuals to invite conversation.

## Guidelines for Proposals

### ***Eligibility***

All are welcome to submit a proposal. Upon acceptance, each presenter and co-presenter(s) must register for the conference and pay the registration fee.

### ***Number of proposals per person***

Individuals may submit up to two proposals for conference sessions, but may be the primary presenter for only one of these sessions (listed as co-presenter on the second session).

### ***Blind-review process***

All proposals will be blind-reviewed by peers according to the criteria specified.

## Submission Components

Online proposals submissions begin **Tuesday, January 15, 2013** and will be due by 5pm (EST) on **February 22, 2013**.

### **Proposal components:**

- Session/Poster title (10 words maximum)
- Session abstract (250 words maximum)
- Designation of topic areas and specific audience
- Type of session best suited for your proposal (*first and second choice*)
  - Interactive session (a single panel *or* two grouped presentations per session)
  - Roundtable discussion session
  - Poster

- Contact information
  - Information about each presenter:
    - Name
    - Full Title/Position; Department/Program
    - Institutional Affiliation
    - Phone number and email of primary contact

**Session description** (approximately 600-1000 words, excluding references).

***Please include session title, but omit presenter's names and affiliations from the session description text.***

1. Purpose statement, goals or rationale for the proposed session or poster
    - a. Briefly contextualize your proposal in the relevant literature and/or your professional context (as most appropriate for your proposed session)
    - b. Briefly describe modes of inquiry or research paradigm (if applicable)
    - c. Include a brief description of the significance of the work, including, as appropriate, scholarly and practical implications and outcomes
      - i. Include, as applicable, attention to diversity as context and content of the work
    - d. Briefly describe how your proposal connects to the overall conference theme: "Collaborations for Empowerment & Learning."
      - i. How do the content and process of your proposed session/poster support collaborations, empowerment and learning for your session participants and/or their constituencies? *How will you know?*
    - e. State expected outcomes for session participants – *what will participants take away?*
      - i. *Does your session/poster offer participants opportunity for critically reflective practice? How will you know if critical reflection occurs as an outcome of the session?*
  2. Outline session activities and plan for interaction/ participant engagement (for poster presentations, indicate how you plan to present your work).
- **Selected References** – Please include no more than 10 references drawn from the literature relevant to your work. Append these to your proposal. They will not be included in the word count.
  - **Audiovisual request:** AV equipment (projector, internet access, audio speakers, flipchart with markers)

Featured Topic designations:	Audience designations:
<p><b>Assessment</b></p> <ul style="list-style-type: none"> <li>➤ Research, theory and practices on the effectiveness of teaching &amp; learning practices for formative and evaluative purposes. <i>Emphasis on faculty growth and development, student learning outcomes, and/or curriculum, program and/or institutional quality is especially welcome.</i></li> </ul> <p><b>Community Engaged Teaching and Scholarship</b></p> <ul style="list-style-type: none"> <li>➤ Theory, research, practice or programs supporting Community Engaged Teaching and Scholarship           <ul style="list-style-type: none"> <li>▪ <i>Community engaged teaching and scholarship are conducted in partnership with the community beyond the university and are characterized by mutuality, reciprocity, sustainability, and shared goals</i></li> </ul> </li> </ul> <p><b>Diversity Issues in Teaching and Learning</b></p> <ul style="list-style-type: none"> <li>➤ Research, theory and practice addressing sociocultural and pedagogical understandings of diversity as context and content of teaching and learning</li> </ul> <p><b>Mentoring</b></p> <ul style="list-style-type: none"> <li>➤ Research, theory and practice addressing traditional and emerging conceptions of and approaches to mentoring in educational and other institutional contexts. <i>Emphasis on faculty and professional mentoring, and on mentoring/advising as pedagogy are especially welcomed.</i></li> </ul> <p><b>Peer Review of Teaching</b></p> <ul style="list-style-type: none"> <li>➤ Research, practice or programs supporting traditional and expanded approaches to formative and evaluative peer review of teaching</li> </ul> <p><b>Peer Review of Scholarship</b></p> <ul style="list-style-type: none"> <li>➤ Emerging research and practices in traditional and expanded conceptions of formative and evaluative peer review of scholarship and scholarly activity</li> </ul> <p><b>SoTL</b></p> <ul style="list-style-type: none"> <li>➤ Research, practice or programs supporting traditional and emerging paradigms within the Scholarship of Teaching and Learning</li> </ul> <p><b>Teaching &amp; Learning</b></p> <ul style="list-style-type: none"> <li>➤ Research, practices, strategies and techniques related to classroom and other teaching &amp; learning contexts</li> </ul> <p><b>Technology</b></p> <ul style="list-style-type: none"> <li>➤ Practices, strategies and techniques of technology as teaching and learning content, context or facilitative tool. <i>Demonstrations of innovative use of emerging technologies that support teaching and learning are particularly encouraged.</i></li> </ul>	<p>Administrators</p> <p>Faculty</p> <p>Instructional Technologist</p> <p>Professional Staff</p> <p>Community Partners</p> <p>Other (please specify):</p>

## Review of Proposals

*All proposals will be blind-reviewed by at least 2 reviewers using the following criteria (also see reviewer form on pages 6 and 7). Authors will be notified if there are conditions for acceptance, and all authors will receive reviewer commentary along with notice of acceptance or rejection.*

### Criteria

1. Is the session/poster proposal clear as to purpose and goals?
2. Is the rationale reasonable and well articulated?
  - a. Is the proposal contextualized in appropriate literature and/or previous research and practice?
  - b. Are the modes of inquiry appropriate?
3. Does the proposed presentation have a significant potential contribution to research, theory, and/or practice?
  - a. Is attention to diversity included as context or content?
4. Does the proposal fit the conference theme of collaborations for empowerment and learning?
  - a. Do the content and process of the proposed session/poster support collaborations, empowerment and learning for session participants and/or their constituencies?
  - b. Does the session/poster offer participants opportunity for critically reflective practice?
5. Does the proposal match one of the highlighted topics?
6. Will the session attract participation from our attendees?



## Reviewer Form

**Collaborations for Empowerment & Learning:**  
*Innovative Pedagogy & Course Redesign*  
 12<sup>th</sup> Annual Summer Conference  
 May 29 – 31, 2013 | Fairfield University, CT

Reviewer: \_\_\_\_\_

Proposal #: \_\_\_\_\_ Proposal Title: \_\_\_\_\_

Proposed Session format:  poster  roundtable  interactive session

**Rating:** score each item in descending order of quality with 1 as **highest**, and 3 as **lowest**.  
 Use N/A if the criterion is not suitable for the proposal.

Criteria	Rating				Overall Rating
1. Is the session/poster proposal clear as to purpose and goals?	1	2	3	N/A	<b>Overall rating of proposal quality</b> <i>(consider criteria 1, 2, 3)</i>
2. Is the rationale reasonable and well articulated?	1	2	3	N/A	
a. Is the proposal contextualized in appropriate literature and/or previous research and practice	1	2	3	N/A	
b. Are the modes of inquiry appropriate?	1	2	3	N/A	
3. Rate the significance of the presentation for its potential contribution to research, theory, and/or practice. Please annotate briefly in comment section	1	2	3	N/A	
a. Rate the attention to diversity as context or content	1	2	3	N/A	
4. Does the proposal fit the conference theme of collaborations for empowerment and learning?	1	2	3	N/A	<b>Overall rating of proposal fit for the conference</b> <i>(consider criteria 4)</i>
a. Do the content and process of the proposed session/poster support collaborations, empowerment and learning for session participants and/or their constituencies?	1	2	3	N/A	
b. Does the session/poster offer participants opportunity for critically reflective practice?	1	2	3	N/A	
5. Does the proposal match one of the highlighted topics?	1	2	3	N/A	<b>Probable appeal of the session</b> <i>(consider criteria 5 &amp; 6)</i>
6. Will the session attract participation from our attendees?	1	2	3	N/A	

## **Reviewer recommendation**

**Accept this session.**

*(overall rating of 1 on both quality and fit and at least a 2 on appeal)*

- Recommended Session format:  poster     roundtable     interactive session

**Accept this session with revisions for a different session format.**

*(offer substantive formative feedback) (both overall quality and fit ratings are at 2, or one is a 2 and the other is an easily remedied 3, and probably appeal is a 1 or 2)*

- Recommended Session format:  poster     roundtable     interactive session

**Reject this session**

*(if possible, offer suggestions for either improvement or for an alternative venue that might be more appropriate. (All overall ratings are at 3)*

**Rater's comments for conference organizers** *(not to be shared with session authors)*

**Rater's formative comments for session authors.** *Please be respectful, collegial and helpful.*