

Instructional Podcasting Development Initiative

FY 2007-08

Goal: To explore how podcasting could be used to enhance teaching and learning and to share insights with the ISU teaching community.

Overview

Podcasting – distributing digital audio or audio/video files to subscribers’ computers or portable music players – is attracting attention among some educators for its potential as a teaching and learning tool. It is a way of distributing audio files (e.g., lectures), text files (e.g., presentations), video files (e.g., video of lectures), or combinations of these file types to subscribers (e.g., students in your class). Delivery can be scheduled by the instructor or on demand by students. Files can be downloaded to students’ computers (Windows or Mac machines), where the files can be accessed, or to iPods for mobile listening/viewing.

This program, sponsored by the Campus Technology Support Group (CTSG) and the Center for Teaching, Learning & Technology (CTLT), offers support to ISU faculty interested in exploring the benefits and drawbacks of instructional podcasting. The initiative’s goals are to explore how podcasting could be used to enhance teaching and learning and then to share insights with the ISU teaching community.

Application deadlines occur three times a year:

- **Fall Term:** **4th Friday in September**
- **Spring Term:** **4th Friday in February**
- **Summer Term:** **4th Friday in May**

Eligibility

All tenured and tenure-line faculty, non-tenure track instructors, and AP staff with teaching responsibilities at Illinois State University are eligible. The strongest candidates will be competent computer users with a demonstrated interest in enhancing effective instructional strategies by integrating new technologies. *Recipients of prior CTLT (or CAT or FTSS) grants who have failed to meet those grant obligations are ineligible.*

Amount of Grants

Grants will be up to \$500, which includes reimbursement for project-related software or hardware purchases. Number of grants and amounts of individual grants are subject to availability of funds. Funds are available upon grant acceptance.

Application Materials and Procedures

Those seeking to participate should be (or become) familiar with podcasting for instruction and, based on that background, develop a proposal for a particular use guided by specific pedagogical goals. CTLT is compiling articles on our website pertaining to podcasting from scholarly, professional, and popular sources, which can provide a background useful for applicants when preparing their proposals.

Instructional Podcasting Resources

Applications should include the following:

1. **Cover Page**

Cover page should include title of the grant program, project title, date, name, rank, department/school/unit, campus address, email address, signature of applicant and signature of the department chairperson/school director/unit director.

2. **Abstract**

A brief (75-100 words) description of your project's rationale, procedures, and goals. This will be used to share information on grant projects with the campus on the CTLT website and other publicity outlets.

3. **Narrative** (recommended length: 500-600 words)

Describe the project in language understandable by someone outside your discipline.

- Detail the proposed use of podcasting in instruction and the pedagogical rationale for how and why it can improve student learning. Implementation could be for fall, spring, or summer terms.
- Explain how the applicant(s) and others could use the project outcomes to improve their teaching practices.
- Confirm, briefly, your commitment to participate in a CTLT-organized teaching-learning community in the term of your grant.
- Confirm, briefly, your commitment to present a project description and findings (or status report if project is ongoing) at the annual ISU Teaching-Learning Symposium in January following the term of your grant.

Application Deadlines FY 2007-08

- Fall Term: 4 p.m. Friday, September 28, 2007
- Spring Term: 4 p.m. Friday, February 29, 2008
- Summer Term: 4 p.m. Friday, May 23, 2008

Delivery Options

Send document (in Word or Rich Text Format) as an email attachment to eawelch@ilstu.edu. Please put "Instructional Podcasting Development Initiative Application" in the subject line.

OR

Mail or drop off one printed set of application materials to:

Beth Welch
Center for Teaching, Learning & Technology
Campus Box 6370
Re: Instructional Podcasting Development Initiative Application

Proposal Evaluation

A committee of CTLT staff and former grant recipients will evaluate the proposals based on the degree to which:

- The particular instructional problem, need, opportunity or goal that the podcasting is intended to address is significant.
- The proposed use of podcasting is based on sound pedagogical strategies and considerations and effectively addresses the instructional problem, need, opportunity or goal.
- The anticipated learning outcomes are significant and logically connected to the podcasting use.
- Proposal addresses all the elements described in the proposal guidelines.

Conditions of Acceptance

To maximize the value of the experience and to spread the benefit to the campus teaching community, those selected to receive a support package have two obligations:

- Participate in a CTLT-organized teaching-learning community with other faculty working with podcasting during the term that you received support. This is an opportunity to exchange ideas, advice, and lessons learned while developing and executing your project.
- Present the details and outcomes of your project with the ISU teaching community as a participant in a panel at the annual ISU Teaching-Learning Symposium (always in early January) following the term that you received support.

Important Dates

- For recipients allocating some or all of the grant for salary, forms for additional academic payments must be completed and submitted no later than June 1 in the same fiscal year (except for summer term grants, which must be submitted no later than June 1 the following fiscal year).
- Funds must be spent no later than June 1 of the relevant fiscal year.
- All receipts for reimbursement and other required documentation must be received at CTLT no later than June 1 of the relevant fiscal year. **Expenses not properly documented by that date cannot be reimbursed.**

Questions?

Contact [Dr. Patrick O'Sullivan](#), Director of CTLT, at (309) 438-2542.