CLA Summer Support for Diversity and Inclusion Resource Modules

In our growing role as a leader in the university on issues of Diversity, Equity, and Inclusion (DEI), we know that many across our campus are interested in the types of lecture topics our faculty provide in their day‑to‑day classes. Due to this, the Dean's office will be offering a chance to apply for summer compensation to assist us with a new project. This project will involve the creation of individual DEI Resource Modules to be placed online for others across the university to use in creating lectures on diversity‑related topics. For the purposes of these proposals, a broad definition will be used for "diversity" including race, ethnicity, sexual orientation, gender, nation of origin, social class, disability, and documentation status.

Detailed items to be included in each module are listed below. Topics may vary in terms of specificity, i.e., some may be very specialized and others broader. When considering a topic, you might think of what would be useful to an instructor who has less background in these topics. **NOTE:** ***Please do not create a full lecture, as part of the aim of these modules is to encourage others to develop their own lectures to fit their particular class.***

We anticipate being able to award 2-3 $3,000 summer stipends for this year.

Eligibility
All tenured and tenure‑track faculty are eligible for this support.
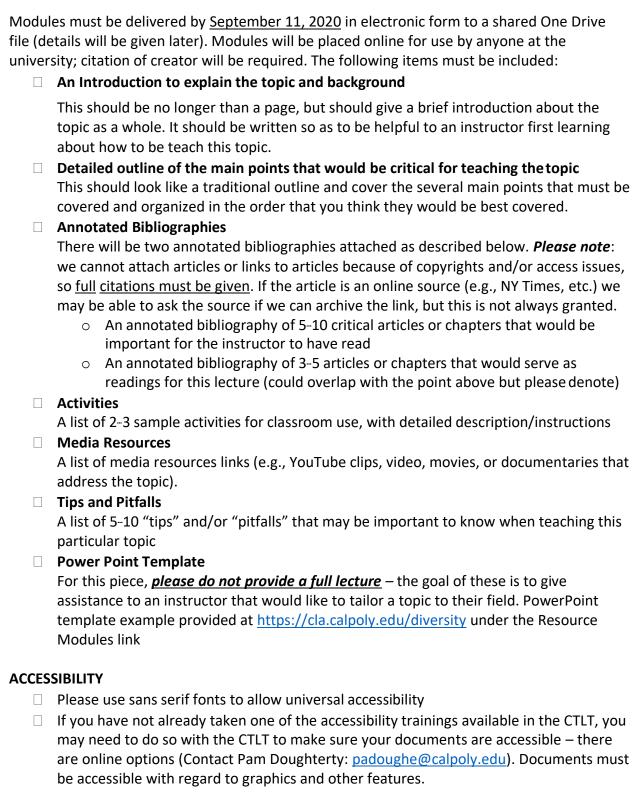
Proposal Requirements:
Proposals are due in the college office by June 1, 2020 with candidates submitting one electronic proposal to the Dean's office via Lynne Ricard (lricard@calpoly.edu). Proposals should be limited to 2 pages of narrative (one‑inch margins and no smaller than 11‑point font). A CV and any necessary appendices should be attached. All proposal narratives much contain the following elements:

1. A clear statement of the topic proposed as one of the Diversity Resource Modules, including a case for why this topic is relevant and necessary to this project
2. A statement about your credentials in providing information on your topic
3. A list of majors (or classes) that you could see benefiting from this module; this should not overlap with classes you already teach (please remember that at least some of these should be majors who may need assistance in teaching these topics)
4. A brief statement from the relevant department chair, indicating support for your proposal (via email is fine)

Please see the list of Best Practices on last page

Delivery of Product

Modules must be delivered by September 11, 2020 in electronic form to a shared One Drive file (details will be given later). Modules will be placed online for use by anyone at the university; citation of creator will be required. The following items must be included:

☐ **An Introduction to explain the topic and background**

This should be no longer than a page, but should give a brief introduction about the topic as a whole. It should be written so as to be helpful to an instructor first learning about how to be teach this topic.

☐ **Detailed outline of the main points that would be critical for teaching the topic**
This should look like a traditional outline and cover the several main points that must be covered and organized in the order that you think they would be best covered.

☐ **Annotated Bibliographies**
There will be two annotated bibliographies attached as described below. ***Please note***: we cannot attach articles or links to articles because of copyrights and/or access issues, so full citations must be given. If the article is an online source (e.g., NY Times, etc.) we may be able to ask the source if we can archive the link, but this is not always granted.

  o An annotated bibliography of 5–10 critical articles or chapters that would be important for the instructor to have read
  o An annotated bibliography of 3–5 articles or chapters that would serve as readings for this lecture (could overlap with the point above but please denote)

☐ **Activities**
A list of 2–3 sample activities for classroom use, with detailed description/instructions

☐ **Media Resources**
A list of media resources links (e.g., YouTube clips, video, movies, or documentaries that address the topic).

☐ **Tips and Pitfalls**
A list of 5–10 "tips" and/or "pitfalls" that may be important to know when teaching this particular topic

☐ **Power Point Template**
For this piece, ***please do not provide a full lecture*** – the goal of these is to give assistance to an instructor that would like to tailor a topic to their field. PowerPoint template example provided at https://cla.calpoly.edu/diversity under the Resource Modules link

ACCESSIBILITY

☐ Please use sans serif fonts to allow universal accessibility

☐ If you have not already taken one of the accessibility trainings available in the CTLT, you may need to do so with the CTLT to make sure your documents are accessible – there are online options (Contact Pam Doughterty: padoughe@calpoly.edu). Documents must be accessible with regard to graphics and other features.

Funding will be given upon completion of all items. Products may require some edits once made ready for the Digital Commons.

BEST PRACTICES for RESOURCE MODULE SUBMISSIONS

Choosing a topic: The topics that are best are those that are broad enough to span many disciplines. A very specific topic may not be useful to instructors who do not teach in your field. In addition to topics like "Race and Media" or "Social Class and the Impact of Education," you might also consider a broad area to cover, e.g., "What is Diversity?" With a topic like this you might consider opening with a definitions and history, but then provide room for the instructor to use knowledge from their own field in terms of how this topic impacts it. Your sample power point, in this case, might include spaces for an instructor to note statistics from their field in terms of diversity, or "Issue 1" "Issue 2" and "Issue 3" about how diversity impacts their discipline both institutionally and personally.

Developing your PowerPoint Template: The goal of these modules is to provide some expert help to faculty who may not be as well-versed in these topics, so that they might learn how to add DEI topics as relevant in their field. For this reason, please do not create a complete lecture. Please see example PowerPoint document under the Resource Modules link at:
https://cla.calpoly.edu/diversity

Choosing your activities and readings: In thinking about readings, you might consider the ease in accessing the particular articles or sites you choose. The Digital Commons won't link directly to articles, but as long as a full citation is given, the reader can find these. Books or articles that are difficult to access are unlikely to be used.

For electronic Websites can change at times, but major news organizations keep archives, so this is less of a problem on these types of sites.

Organization: It will be helpful to have the module in the order that is laid out in the description; all the modules need to be in that same format before they can be uploaded to the Digital Commons.

Check out this link to the current modules for a frame of reference
http://digitalcommons.calpoly.edu/div_lm/

Questions, please ask Jennifer Teramoto Pedrotti, Associate Dean for Diversity and Curriculum: jpedrott@calpoly.edu