

Guidelines for Report Submission Curriculum Diversification and Diversity Research Fellowships

Please remember that there is a required assessment component for Diversity Action Committee (DAC) Curriculum Diversification and Diversity Research Fellowships. *Special note for Curriculum Diversification: The next time that you teach a course impacted by this funding, be sure to gather assessment information from your students. By **January 31st., following the summer you complete your fellowship activities**, please submit the following via an electronic file (Windows compatible) to the Faculty Support Services Office (facultysupport@siena.edu). Section number 1 of this report, as submitted, will be posted on the DAC website.

1. Briefly summarize (**250-500 words**) the pedagogically-related OR research project that you undertook as a result of DAC funding. Please include the following:
 - a. proposed objectives/goals;
 - b. progress that has been made in achieving the proposed objectives/goals – include course number and title if applicable;
 - c. any new innovations or teaching methodologies which have been or will be incorporated into your teaching;
 - d. the aspects of the new or revised course OR research project that pertained to the perspectives of women and racial, sexual, ethnic, linguistic, or ability-based minorities;
 - e. plans to continue and/or complete any work in progress.

2a. For Curriculum Diversification Fellowship Recipients:

- Identify the course number(s) and title(s) to which this fellowship relates.
- Describe the timeframe for implementation of this course and/or innovation in your teaching.
- Describe the plan to assess the outcome(s) of this project (the impact on your teaching). Include a formal mechanism for gaining feedback from students who participate in the course. If you have taught a course to which this project relates, please describe the assessment outcomes. If you have not yet taught a course to which this project relates, include a copy of an assessment tool that will be used when the project is first implemented. Please note when you anticipate teaching the course. The outcome data should be submitted within 3 months of completion of the course.

2b. For Diversity Research Fellowship Recipients:

- Describe how you plan to disseminate your work.
- Please include specific information about the format and timeframe for dissemination.
 - Format type: presentation(s), abstract submission(s), manuscript(s), etc. Please note the anticipated setting(s) for presentation or submission as well as the proposed outlet(s) for publication.
 - Timeframe for dissemination—Include actual or anticipated date(s):
 - Submission of abstract for a conference or roundtable (already submitted or anticipated submissions)
 - Acceptance of abstract for a conference or roundtable (already notified or anticipated date of notification)
 - Invited/non-peer-reviewed presentation(s) – dates (completed or anticipated)
 - Manuscript or conference proceedings:
 - In development
 - Under review for publication
 - Accepted for publication
 - Other (please describe)

Notes:

* Failure to submit this summary by the deadline will have a negative impact on consideration for future awards from DAC.

*Please send an updated report if an opportunity for dissemination occurs AFTER submission of this report. This will help to document the long-term benefits of summer funding.