

James Madison College Class Activities Support and Course Development Policy

This policy is written to ensure James Madison College (JMC) is in compliance with MSU's policies related to support for class activities, support for course development, and is operating in a transparent and consistent manner within the college's budgetary restrictions.

1. Faculty are expected to obtain their own academic materials for their courses. Faculty with startup funds, or other college funding, may access that support to obtain needed materials, such as books and videos, for their courses. College support for any other course materials may be considered on a case by case basis, for unusual situations only, and only if requested in advance of the purchase.
2. Dependent on available funding, each JMC faculty member will be allocated \$75/year for use on activities related to building community with their students. This applies to their normal, on-campus courses; faculty must be teaching JMC courses in order to be eligible for this funding. Study Abroad or Study Away courses are not eligible for this support. This funding is restricted to the academic year and cannot be carried forward. Reimbursement requests must include **itemized receipts**, the business purpose/course number, and names of participants. Expenses must be within MSU allowable expenses in order to be reimbursed. Alcoholic beverage purchases are expressly prohibited. Faculty may work with JMC's Event Coordinator if appropriate, to request food orders within this budgetary limit. Please refer to the JMC Food Policy for guidance. Any expenses incurred beyond this yearly allocation will not be covered by the college, unless the faculty member has other college special funding.
3. A limited amount of college support may be available to support additional activities in JMC courses. An announcement alerting faculty of their ability to apply for funding under this policy will be sent out to all current college faculty in advance of each semester - May 1st announcement with an August 16th deadline for Fall semester class activities, and November 1st announcement with a December 16th deadline for Spring semester class activities. This would include things such as speakers, field trips, etc. These requests will be reviewed by the Deans and any allocations for funding will be communicated to the faculty by the week before the start of each semester. This funding is restricted to the requested activity and cannot be reprogrammed to alternative activities without the prior approval from a Dean. Funding is applicable to the current semester it was awarded in, and does not automatically carry forward. Requests later in the semester may be considered if funding remains. However, any expenses not authorized in advance will not be covered by the college. Faculty should submit via the Class Activities Support Request Form.
4. Some college courses may require more significant, on-going support directly linked to the purpose and delivery of the course. This would include courses focused on civic

engagement requiring regular field trips or specific field trips every year without which the course would not be complete. Faculty who are considering offering courses with this type of on-going course expense must discuss the funding needs with the Assistant Dean as part of the annual course planning process that occurs each fall. As part of the approval to offer the course for the upcoming year the funding request will be reviewed and approved. This request for funding must be raised with the Assistant Dean each time the course is offered, allowing the funding need to be reviewed and budgeted. The approved funding is restricted to the requested activity and cannot be reprogrammed to alternative activities without the prior approval from a Dean. Funding is applicable to the course it was awarded for, and does not automatically carry forward.

5. A limited amount of funding may be available to support creation of new curriculum or modes of course delivery for the college. These enhancements to the college's curriculum often require outside consultants or expenses. For example, the university's HUB for Innovation in Learning and Technology is a resource for all college faculty for initial consultation. Should a faculty member have an idea that requires additional services beyond that initial consultation a proposal may be submitted to the college to request support for these costs (for HUB or similar external services).

Requests for this funding shall include:

- a. A 1-3 page discussion of the proposed new curriculum, including course title or program being proposed, its relationship to the faculty member's teaching assignments and pedagogy, and its contribution to the College curriculum as a whole.
- b. An estimate of the costs needed to create the new curriculum/course delivery method.
- c. The precise outcome that is expected to be accomplished with the funding.
- d. Expected time table for completion of the new curriculum/course delivery and anticipated semester the material will be first offered.