

# *Current State of the Humanities*

## REQUEST FOR FUNDING PROPOSALS FOR FALL 2011 & SPRING 2012 THE HUMANITIES INSTITUTE SAN DIEGO MESA COLLEGE

### GENERAL INFORMATION: (Please create proposal as a Word document)

1. Written proposal (1 page max) that describes the event and addresses the *Current State of the Humanities* for funding proposals. Also include:
  - Applicant name
  - Discipline/Classified Department
  - Event/Program Title
  - Date Submitted
  - Date(s) and Location of Activity
  - Total Funds Requested
2. Abstract (2-3 sentences) that clearly describes the event. This will be used for campus publicity.

**DEADLINE:** Proposals are due by **Monday, May 9, 2011 by MIDNIGHT.**

**SEND TO:** [derogers@sdccd.edu](mailto:derogers@sdccd.edu) (attach your proposal as a Word document)

The average funding amount per event ranges from \$150 to \$350.

### ASSESSMENT CRITERIA:

1. How does the event relate to the Humanities Institute's Mission Statement and Outcomes?
2. How will the event attract broad student interest?
3. Is the event feasible (i.e., can it be successfully produced and completed in the estimated time/cost)?

### DEADLINES:

<u>Tuesday, April 11, 2011:</u>	Request for Funding Proposals information available
<u>Monday, May 9, 2011:</u>	Request for Funding Proposals due by MIDNIGHT (Email as Word file attachments to <a href="mailto:derogers@sdccd.edu">derogers@sdccd.edu</a> )
<u>Monday, May 16, 2011:</u>	All applicants notified after this date
Fall 2011:	Campus and District paperwork completed between 4-6 weeks before your event is to take place.
Spring 2012	Campus and District paperwork completed between 4-6 weeks before your event is to take place <b>and</b> all paperwork must be submitted before <b><u>March 22, 2012</u></b> for any events/programs scheduled for Spring 2011.

### **POST REVIEW:**

There is a series of campus and district forms that must be completed by the proposal applicant in order to process payments and checks for all events.

- ✓ It takes an average of 4-6 weeks for processing this paperwork once all forms have been completed by the applicant (signed by the consultant/guest/performer) and returned to the Humanities Institute Coordinators mailbox in G243.
- ✓ The Humanities Institute will contact applicants with specific directions on which forms are needed for each event/program, establish a time frame for completion of the forms and answer questions related to the process.
- ✓ If the forms are delayed beyond the established timeframe, the event funding may be jeopardized.
- ✓ For Spring 2012 semester: event/program paperwork for any scheduled event must be submitted before **March 22, 2012**.

### **PUBLICITY:**

The Humanities Institute will provide information on a network of campus and community partners to publicize programming/events through email and print. Each applicant is responsible for creating and distributing flyers, posters and/or publicity materials.

### **MAJOR EVENTS ON CAMPUS:**

If the event/program is considered a Major Event on campus, a separate set of forms will be required to be completed by the applicant. This event planning packet should be submitted at least 1 month prior to the proposed event. For large events, it is recommended that the plan be submitted to the Dean or Supervisor at early as possible prior to the event.

A Major Event is defined as any event that involves more than 50 people, has a college-wide impact, and is generally open to the public.

For more information on Major Events planning on campus go to the website:

<http://www.sdmesa.edu/faculty-staff/event-disclaimer.cfm>

### **CONTACT PERSON:**

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H.I. campus homepage: <http://www.sdmesa.edu/humanities-institute/>

## **San Diego Mesa College Humanities Institute Mission Statement and Outcomes**

Since it began as a campus-wide initiative in September of 1990, the Humanities Institute has supported the work of faculty and staff to bring diverse programming/events (including organizing and sponsoring conferences, guest speaker series, and community partnerships) to Mesa College. In the past, this was made possible by having a full-time faculty member and staff-support to coordinate this level of work with the campus.

The current Humanities Institute works to:

1. Provide a funding base for faculty and staff to use for coordinating/organizing programs/events that promote our mission of working to serve as an internal vehicle for cultural, Interdisciplinary and San Diego Mesa College community priorities.
2. Provide support to complete paperwork related to funded programming/events.
3. Provide a network of campus and community partners for publicizing, programming/events through email and print.

### **Mission Statement**

The Mesa College Humanities Institute serves as an internal vehicle for cultural, interdisciplinary, and Mesa College community priorities. All institute activities are intended to increase student engagement, recruitment, and retention.

### **Outcomes**

1. Cultural Enrichment:
  - To offer lectures, seminars, concerts, plays and interaction with scholars and creative artists.
2. Curriculum Enhancement:
  - To enhance curriculum connections that will enrich students' educational experiences.
3. Staff Development:
  - To provide opportunities for interdisciplinary collaborations.
4. Outreach/Partnerships:
  - To foster relationships with community including working with K-12 schools and promoting community partnerships with Arts, Sciences, Historical and/or Cultural organizations.
5. Global Awareness:
  - To offer programs intended to promote global awareness and multicultural understanding.