

The Humanities Institute
A Resource for Faculty and Staff at San Diego Mesa College

REQUEST FOR FUNDING FOR SPRING 2009 SEMESTER

Proposals will be accepted from Tuesday, September 16 to Friday, October 31, 2008.

Proposals submitted after this timeframe will be considered based on available funding. Following a review of the proposals, the Humanities Institute advisory committee will provide applicants with information regarding funding and required paperwork to complete.

All information about the Humanities Institute, including the request for funding forms, community partners and other resources will be made available at the Humanities Institute homepage <http://www.sdmesa.edu/humanities-institute/>

CONTACT PERSON:

César López, Ph.D.

Humanities Institute, Faculty Coordinator

Office: A-110

Email: celopez@sdccd.edu

Office phone: (619) 388-2368

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

HUMANITIES INSTITUTE THEME 2008-2009:

(Re)Connecting: Our Diverse Voices and Visions

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 will work 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.

REQUEST FOR FUNDING FOR SPRING 2009
THE HUMANITIES INSTITUTE

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

Faculty/Staff who are interested in applying for H.I. funds to be used during the spring 2009 semester need to submit the following:

1. Written proposal (500 words max) that describes the event and addresses the *Assessment Criteria* for funding proposals. Also include:
 - Applicant name
 - Discipline/Classified Department
 - Date Submitted
 - Date(s) and Location of Activity
 - Total Funds Requested

2. Abstract (100 words) that clearly describes the event.

DEADLINE: Proposals are due by Friday, October 31, 2008 by 9pm.

SEND TO: celopez@sdccd.edu (attach your proposal as a Word document)

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

HUMANITIES INSTITUTE THEME 2008-2009:

(Re)Connecting: Our Diverse Voices and Visions

A vibrant civil society is necessary for a functioning democracy that (truly) represents everyone equally. In the spirit of supporting faculty/staff events and projects that engage the work of promoting a vibrant civil society, the Humanities Institute is offering the theme of **(Re)Connecting: Our Diverse Voices and Visions** as a guide for informing the coming academic year's HI funding requests.

(Re)Connecting: Our Diverse Voices and Visions can include:

(Re)Connecting to the past and connecting to the future

(Re)Connecting to forgotten goals, with nature/the environment, communities

(Re)Connecting with the personal/spiritual/physical

(Re)Connecting and learning from cultures, goals, values

(Re)Connecting to local, national and international social movements

(Re)Connecting to learning: the joys of literature, a foreign language, drama, the arts, the sciences and music

ASSESSMENT CRITERIA:

1. How does the event relate to the Humanities Institute's Mission Statement, Outcomes and theme?
2. How will the event incorporate discussion and reflection of these goals?
3. How will the event attract broad student interest?
4. Is the event feasible (i.e., can it be successfully produced and completed in the estimated time/cost)?
5. How does the event connect to broader curricular goals/campus goals?

DEADLINES:

Tuesday, September 16, 2008: Request for Funding information available

Friday, October 31, 2008: Request for Funding application due by 9pm
(Email as Word file attachments to celopez@sdccd.edu)

Monday, November 17, 2008: Successful applicants notified after this date

Spring 2009: Campus and District paperwork completed between 4-6 weeks before your event is to take place

AFTER 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 César López, Faculty Coordinator (office G-103D).
- ✓ 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.

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>

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San Diego Mesa College Humanities Institute Mission Statement and Outcomes

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.