



Call for Proposals

The IDEC Academy Board is seeking proposals for continuing education programs that can be offered on Wednesday, March 16 before the 2011 Annual Conference in Denver, Colorado and through webinar format after the conference. The IDEC Academy Board will review workshop proposals and notify those selected by November 1, 2010.

Process for Submission

The IDEC Academy course proposal must be submitted to Connie Dyar, IDEC Academy Administrator, at cgarberd@ilstu.edu via e-mail attachment by October 20, 2010 for consideration by the IDEC Academy Board. If you have questions, please contact Barbara Anderson, IDEC Academy Chair, at barbara@ksu.edu.

Guidelines for Submission & Evaluation Rubric

- **Items 1-8 indicated below must be completed. Incomplete submissions will not be reviewed.**
- **Type or print clearly.**
- **Please use this form or duplicate this format and submit a digital file in Adobe pdf form.**

Submitted by:

Name: _____

Telephone: _____ **E-mail:** _____

1. In the space provided below provide an outline of course content.

2. In the space provide below describe the proposed learning objectives for course participants.

3. In the space provided below describe the methods you propose to use in delivering the course and why you have chosen these methods.

4. In the space provided below describe the materials you propose to use to actively engage learners.

5. In the space provided below describe the ways learners will apply their learning during participation in the course.

6. In the space provided below describe how learning in the course will be assessed.

7. In the space provided below (and on additional page if necessary) the bibliography for the proposed course.

8. Complete the following sections for each instructor/course preparer.

Instructor Name: _____

Educational background (degrees, discipline, university/school, and year of completion):

Positions held in academic institutions (title of position/rank, year and tenure):

Positions held in design practice/business (firm name, title, and year):

Courses taught in the past two years:

Awards, recognitions, grants, competitions:

Professional development (meetings/conferences attended, continuing education courses, etc. in the last five years):

Evaluation rubric

- **Does the course proposal include content areas appropriate to IDEC members?**

No *Yes*

- **Are the participant learning objectives concise and specific?**

No *Yes*

- **Does the proposal adequately describe planned delivery methods?**

Inadequate *Adequate* *More than adequate*

- **Does the proposal adequately describe methods and materials to be used to engage the participants in active learning?**

Inadequate *Adequate* *More than adequate*

- **Is the proposed application of course content by the learner appropriate?**

No *Yes*

- **Is the proposed assessment of learning appropriate?**

No *Yes*

- **Is the bibliography comprehensive, current and applicable?**

No *Yes*

- **Does the instructor(s) demonstrate adequate education, background, and experience to prepare the course?**

Inadequate *Adequate* *Substantial*

Reviewer's recommendation: *Approve* *Approve with revisions* *Reject*

Reviewer's comments: