**Building Capacity for Change**

High-impact professional learning seminars to strengthen teaching and learning on your campus

**Application**

2023–24

**Final applications are due Friday, July 21, 2023   
by 5:00 p.m. PT.**

**Questions can be directed to Jon Iuzzini, Director of Teaching & Learning,** [jiuzzini@achievingthedream.org](mailto:jiuzzini@achievingthedream.org).

# Introduction

Colleges across the country recognize that evidence-based pedagogies and student support structures are essential to advance equity and improve student success. High-impact professional learning is key to engaging full- and part-time educators and effectively scaling sustained improvement. ATD is pleased to support our network colleges in this essential work with our collaborative program, **Building Capacity for Change**, a series of high-impact professional learning seminars to strengthen teaching and learning on your campus.

**Building Capacity for Change** is a collection of interactive virtual sessions that link teaching and learning teams from across the ATD Network to build a community of practice and develop comprehensive frameworks for high-impact professional learning at their institutions. With support from national professional development leaders, teams will support each other in a program that combines college-focused self-assessment and strategic planning with constructive cross-college community. Teams will come away with a deepened understanding of proven strategies, a cohesive college-focused Building Capacity Action Plan, and connection to a growing national network of support.

# Program Goals

* Explore evidence-based practices that advance equity while building student learning and success in a wide range of disciplines.
* Evaluate your campus professional development needs, assets, and improvement goals.
* Use ATD’s *Teaching & Learning Toolkit* and other resources to understand research-based principles of good practice and design more effective, high-impact professional learning programs for your campus.
* Learn new models for institutional structures and policies that support professional learning and educational development, and identify locally appropriate strategies for related campus change.
* Actively learn from and with faculty and professional development leaders from ATD campuses nationwide in a supportive, equity-focused community of practice;
* Prepare to offer and support high-impact professional learning programs that engage full-and part-time faculty, as well as staff educators, and strengthen learning, teaching and student support processes;
* Develop organizational development plans linking short-term actions with strategic capacity-building and institutional change.

# Program Components

The Building Capacity for Change program involves learning and planning by campus-based teams, as well as collaboration across teams. The program will integrate multiple components to help teams effectively address campus and program goals:

* ATD staff, coaches, and subject matter experts will facilitate eight virtual seminars from September 2023 to April 2024, where teams will consider new ideas, share plans and ideas, and help each other address goals and challenges.
* Participating college team members will review and discuss the *Teaching & Learning Toolkit* and associated resources to deepen their understanding of strategies to build a culture of teaching and learning excellence.
* College teams will meet regularly outside of the seminar to apply these strategies and create a Building Capacity Action Plan*,* identifying the steps their campus can take to build enduring capacity for equity-focused change.
* CAOs will partner with their teams to ensure alignment with strategic goals and gather in a CAOs Summit, sharing strategies and building national leadership.
* Teams will use ATD’s Canvas platform to share their work and learn across campuses.
* Program leaders and ATD coaches will offer six hours of tailored virtual coaching, designed to help teams generate effective and actionable plans for change.

ATD will accommodate as many interested colleges as possible. If there are more interested campuses than available slots for participation, ATD will select participants based on application materials as a demonstration of the institution’s readiness to participate effectively and use the program to advance educational change.

ATD offers a priority application option. Campuses that meet the priority application deadline (see timeline below) will receive detailed feedback and additional pre-seminar support and have more time to engage teams and prepare for the seminar.

For more information, see the FAQ on the program webpage or contact Jon Iuzzini, Director of Teaching & Learning, at [jiuzzini@achievingthedream.org](mailto:jiuzzini@achievingthedream.org).

# Cost

Please contact [teachingandlearning@achievingthedream.org](mailto:teachingandlearning@achievingthedream.org) for pricing details.

# Timeline

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| **Date** | **Activity** |
| June 16, 2023 | Priority application deadline |
| July 27, 2023 | ATD shares selection status with colleges that meet Priority Application deadline |
| July 14, 2023 | Final application deadline |
| August 4, 2023 | ATD shares selection status with colleges that meet Final Application deadline. |
| August 24, 2023 | Team leaders orientation |
| September 2023 – April 2024 | Eight synchronous (virtual) seminar meetings, 2 hours each on Thursday afternoons, 3pm-5pm EST |

Application

# Submission Guidelines

Send completed application materials, including the letter of support from your president or CAO, to [teachingandlearning@achievingthedream.org](mailto:teachingandlearning@achievingthedream.org).

**Submitted materials should include:**

* The completed application
* A letter of commitment to participate from the president

**Priority application deadline: June 16, 2023**

**Final application deadline: July 14, 2023**

# Application Questions

Your responses will help us understand your campus, goals, and plan for engaging in this program. Please *limit your answers to 200 words.*

1. **Goals for Participation.** Why does your campus want to enroll a team to participate in the Building Capacity for Change program? What do you hope to take away from this process? How will participation support strategic campus goals for equity and change?

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1. **Teaching, Learning, Equity, & Student Success Initiatives.** Please list your major campus initiatives (no more than five) focusing on addressing equity and/or advancing learning, teaching and student success (e.g., guided pathways, high-impact practices, improving student outcomes in STEM, etc.).

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1. **Status of Professional Learning Programs.** Please provide a concise overview of the current status of professional learning programs on your campus by answering the following questions.
   1. Who leads and coordinates professional learning on your campus? How many full- and part-time staff are involved as leaders?

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* 1. What structures (e.g., workshops, all-campus convocations, summer institutes, sustained faculty learning communities) are most significant? What would you say is your signature professional learning program?

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* 1. What topics do your most active programs focus on? Do your major initiatives (listed in #2 above) involve professional learning? If so, how?

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1. **Goals for Change and Improvement.** What changes might strengthen your professional learning practice? What gaps or opportunities for improvement might your team address? Thinking in terms of benefits for educators, for students, and for the college, how could your programs strengthen their effectiveness?

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1. **Campus Learning Team.** Teams can range from 6 to 10 participants, and should include diverse roles, such as faculty leaders, professional development leaders, coordinators of success initiatives, department chairs, and an upper-level academic administrator (dean or above). If you wish to address professional learning for staff educators (advisors, tutors and other support staff), you may want to include representatives from Student Affairs as well. Participants who bring knowledge about professional learning and who are positioned to leverage change will strengthen the team. Participants should be available for and committed to participation in all components of the program, including individual reading and preparation, in-seminar conversation, and local team meetings as outlined above.
   1. Who will lead the team? Please identify one or two team leaders (name and title) and briefly describe why they are positioned to be effective leaders.

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| **Name** | **Job Title** | **Brief Description** |
| [Enter name] | [Enter title] | [Enter note] |
| [Enter name] | [Enter title] | [Enter note] |

* 1. Please provide at least a tentative list (name and title) of other members of the team.

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**Note:** For more detailed information about the team members’ time commitment, please see the [FAQs](https://achievingthedream.org/areas-of-expertise/teaching-learning/building-capacity-for-change/) on the program webpage or access the [PDF](https://achievingthedream.org/wp-content/uploads/2023/04/Teaching-and-Learning-Seminar-FAQ_2023.pdf).

1. **From Planning to Action.** Each campus team will develop a detailed Building Capacity Action Plan, encompassing short-term and long-term goals and practical steps for strengthening campus professional learning practice and building enduring institutional capacity for advancing equity-focused change. Briefly describe how you would want your campus to act on this plan, in terms of consideration for strategic action.

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1. **Funding.** How will your institution fund participation in this program? Click on the appropriate checkbox(es) below. [Note: This is for informational purposes only. Please be assured that Achieving the Dream will not contact your funders.]

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|  | Institution covers all costs. |
| Please indicate the source of the funding. **Click or tap here to enter text.**  For example:   * Title III funds * HBCU funds * Reallocating general funds |
|  | A mix of institutional and external funds. Please identify the name and the proportion of the participation costs to be covered by that funder(s).  **Click or tap here to enter text.** |
|  | Fully externally funded. Please identify the name of the funder(s).  **Click or tap here to enter text.** |
|  | Other: Please specify **Click or tap here to enter text.** |

# Letter from the President or CAO

Please provide a letter signed by the campus president or chief academic officer (CAO). We ask the letter writer to please address these points:

* Your familiarity with the goals and structure of the Building Capacity for Change program and your campus team’s application materials.
* The strategic goal, from your perspective, of having a team from your campus participate in this program.
* Your commitment to encouraging the team’s full participation in the program and meeting with them to discuss possible strategies related to equity-focused change.
* Your commitment to ensuring that the Building Capacity Action Plan developed by the team receives full consideration in the development of campus strategic initiatives and related resource allocation processes.