

**Center for Teaching Excellence
Reflective Practice Teaching Circle
Mini-Grant Application 2017-2018**

Cover Sheet

DUE NO LATER THAN 4:30 p.m. on October 6, 2017

Contact Person(s): Rachel Porter Fox and Melanie Duncan

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Project Title: Time and Stress Management Tools for More Effective Teaching

Teaching Circle Members:

Prof. Rachel DeSoto Jackson (Theater and Dance)

Dr. Melanie Duncan (Sociology)

Prof. Rachel Porter (Communications Media)

Dr. Stephanie Davis (Psychology)

Amount Requested: \$451.40

Brief Project Abstract (attach longer proposal of 1-2 pages; 500 word maximum):

The goal of this project is to continue the work that was started under last years teaching circle and mini-grant award. This year's focus will be a continuation of our work on honing our skills as teachers-scholars, with focus given to time and stress management. To facilitate this, we are requesting funds to purchase copies of two books for each teaching circle member, as well as purchasing four webinars. The books and webinars will facilitate our continued reading circle and be supplemented by readings from our own disciplines and free online resources.

Deadline for submission is October 6, 2017 at 4:30 pm. Submit an electronic copy in Word format to Heide Witthöft (heide@iup.edu).

Proposal:

As an interdisciplinary teaching circle, we come from a variety of teaching backgrounds which has been beneficial in providing feedback and solutions that address teaching-related challenges (e.g., options for how to break up longer class sessions; ways to incorporate online discussion boards into our classes, etc.). As second year faculty, we are realizing that we are feeling the pressures of setting a research agenda, balancing our service, and being successful instructors on our way toward tenure. For this year, we would like to continue taking our cross-disciplinary approach to navigating time and stress management as it pertains to our tenure-track jobs as well as being women in academia. To do this, we would like to utilize resources online and at the IUP library (e.g. *Time Management from the Inside Out*), but supplement these resources with books (*Peak Performing Professor* and *Lifemaker*), which have been recommended by IUP faculty and other faculty across disciplines. We have also found webinars offered by Dr. Karen Kelsky, founder of *The Professor Is In*, which tackle many of the issues we have found ourselves struggling with as we start out our second year on the tenure-track at IUP. Webinars would be one time purchases that would be viewed by all teaching circle members. Our goal is to utilize the resources to facilitate a reading and/or webinar discussion for each meeting, which tackles these issues. This will require that each of us does the readings, but also looks for resources from within their discipline to supplement what the readings and webinars have addressed. The funding provided by this mini-grant will enable our teaching circle to not only better plan our time and manage our stress for the upcoming year, but to adjust our time management skills to better lay out our teaching and research agendas for the years to come.

Budget and Rationale

Peak Performing Professor (2013)

By Susan Robinson

https://www.amazon.com/Peak-Performing-Professor-Practical-Productivity/dp/1118105141/ref=sr_1_1?ie=UTF8&qid=1506451118&sr=8-1&keywords=peak+performing+professor

\$34.44 x 4 = \$137.76

Lifemaker: The Guide to Working Smarter, Faster, and Better (3rd Edition) (2011)

By Adam Pash and Gina Trapani

https://www.amazon.com/Lifemaker-Working-Smarter-Faster-Better/dp/1118018370/ref=sr_1_1?s=books&ie=UTF8&qid=1506451242&sr=1-1&keywords=lifemaker

\$24.66 x 4 = \$98.64

The Professor Is In Webinars

<http://theprofessorisin.com/webinars/>

Women and the Academic Career: What Works, What Doesn't - \$80

Productivity and Self-Care In a Time of Turmoil - \$35

Winter Productivity Kickstart and Strategy Session - \$50

Managing Your Career Once You Have a Job - \$50