

MINNESOTA STATE UNIVERSITY, MANKATO
2003-2004 FACULTY IMPROVEMENT GRANT APPLICATION

The Faculty Improvement Grant is designed to provide funding for faculty members to improve performance in the following areas: (1) Teaching, (2) Scholarly or Creative Activity, (3) Continuing Preparation and Study, (4) Contributions to Student Growth and Development, and (5) Service to the University and Community. Grants are awarded to pursue, but are not limited to, the following activities: workshops, institutes, seminars, symposia and/or other interactive activities, course work, observations, and self-designed learning activities.

Name _____ College/Unit Library Department library Services

Check One: Tenured Probationary NTT Fixed-Term % FTE: 100
Mail Code ML3097 Phone # _____ E-mail Address _____

Circle Period for Which Grant Support Is Requested:
Deadline for receipt by Dean Director:

- FY04..... September 12, 2003 for activities to occur on or before June 30, 2004
- FY04..... December 5, 2003 for activities to occur on or before June 30, 2004 AND for activities to occur between July 1, 2004 and December 31, 2004
- FY04 or FY05 * March 19, 2004 for activities to occur on or before June 30, 2004 AND for activities to occur between July 1, 2004 and June 30, 2005
*contingent upon funding

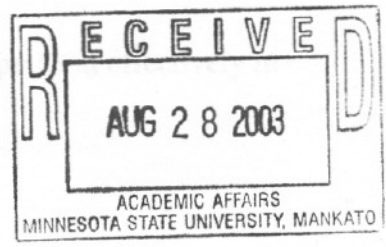
Purpose and brief description of proposed activity (25 words or less):

I would like to attend a one-day workshop called, "Leadership and Management of Archival Programs." This one-day workshop will be very useful to my position.

Specific Dates Of Proposed Activity: 10/22/2003 through 10/22/2003

Purpose of Grant:

1. Describe the activity for which you are requesting support (eight [8] pages maximum). Brochures or supporting materials clarifying and explaining your planned activity must be attached. For tuition payments, attach a fee statement or other supporting documentation.
2. Provide statements in which you explain how this activity will improve your performance in one or more of the five areas (below) and how it benefits: a) you, b.) the department and/or instructional program, and c.) the University. For self-directed projects, attach a detailed schedule and documentation of your plans.
 - Teaching
 - Scholarly or Creative Activity
 - Continuing Preparation and Study
 - Contributions to Student Growth and Development
 - Service to the University and Community



Faculty Improvement Grant Application For

Purpose of Grant

1. Describe activity for which you are requesting support.

I am applying for a professional improvement grant to attend a workshop entitled, "Leadership and Management of Archival Programs." The workshop will be held on Wednesday October 22, 2003 from 9am-5pm at the Hyatt Regency Hotel in Dearborn, Michigan. This workshop is presented by the Society of American Archivists (SAA) professional education department. SAA is the national organization for archivists.

The SAA website has the following description about the workshop.

"This workshop demonstrates that leadership and management of archival programs requires considerable skills. It includes exercises designed to explore real-life issues that program directors face every day and have to decide what works best for their archives.

Upon completing the workshop you will:

- Analyze the issues and problems that program directors face
- Understand how to develop and maintain a strong archival program
- Explore strategic approaches that secure and sustain support
- Examine ways to keep your program relevant
- Look at practical management issues "

This workshop is being held as a pre-conference workshop in conjunction with the Midwest Archives Conference (MAC) fall meeting in Dearborn, Michigan. I plan to attend the MAC meeting which will run from October 23-25, 2003.

(See attached documentation)

2. Provide statements in which you explain how this activity will improve your performance in one or more of the five areas of professional development and how it benefits a) you b) the department and c) the university.

This workshop is relevant to the following areas of my professional development plan.

Criteria 1: Demonstrated ability to teach effectively or perform effectively in current assignments.

Faculty Improvement Grant Proposal Reply

This workshop will directly impact my day-to-day job. It will help me to develop and maintain a strong archival program, the core of my position as Archives and Special Collections Librarian. I will also learn about ways to handle new and developing challenges in the field.

Criteria 3: Evidence of continuing preparation and study

This workshop will help me grow professionally as I learn how to better manage an archival program. Additionally as a Certified Archivist (C.A.) I am required to do professional development (often in the form of continuing education or workshops) to maintain my certification. This workshop is worth 5 ACA Archival Recertification Credits.

This workshop will benefit me by assisting me in accomplishing my professional development goals. It will also assist me in my Certified Archivist recertification application.

This workshop will benefit the department by helping me to develop the Archives program and making it a stronger aspect of the Library.

This is also true of the University. This workshop will help me strengthen the Archives to better serve the University.

Faculty Improvement Grant Proposed Budget

Destination: Dearborn, Michigan
 Departure date: 10/21/03 Return date: 10/25/03
 Number of nights: 4 Number of days: 5 (Please see attached.)

US dollars only

Tuition (attach fee schedule)	\$
Registration fee (attach brochure)	\$ 185.00
Entrance fee (attach documentation)	\$
Transportation (\$800 maximum allowed)	
Air, bus, or train price quote	\$
Airport shuttle/taxi	\$
State car *	\$
No State car available*	\$
Parking	\$ 10.00
<i>*Use State of Minnesota guidelines to determine maximum allowed</i>	
Total Transportation (\$800 maximum)	\$10.00

Meals (# _____ x rate _____ =)	
<u>1</u> Breakfast () x rate* = # _____ x rate _____ =	\$ 10.00
<u>1</u> Lunch () x rate* = - # _____ x rate _____ =	\$ 12.00
<u>1</u> Dinner () x rate* = # _____ x rate _____ =	\$ 20.00
<i>*Use State of Minnesota guidelines to determine maximum allowed</i>	
Total Request for Meals	\$ 42.00

Lodging (# _____ x rate _____ =)	
<u>1</u> Nights () x rate =	
Total Lodging	\$ 119.70

Total Expenses \$356.70

Total FIG Request \$356.70

\$ 2,020.00 *lw*
Total Eligible Amount
(for office use only)

Signatures:

 Applicant

8/26/03
Date

I have reviewed this application: Department Chair

8/27/03
Date

8/27/03

I have reviewed this application: Dean/Dir./Supv.*

Date

*** Note: If the applicant is a fixed-term employee, the Dean/Director/Supervisor must attach signed documentation that the individual will be on contract the term following the award period.**

Faculty Improvement Grant Proposed Budget

(I will be attending the Midwest Archives Conference Fall meeting in Dearborn at the same hotel from October 23-25, 2003. The FIG funding requested reflects the additional day I will be in Michigan to attend the workshop and the workshop registration fee.)



the society of american archivists

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Announcements:

- [Call for 2004 Annual Meeting Program Proposals \(Deadline: October 7, 2003\)](#)
- [Call for 2004 Preconference Proposals \(Deadline: October 7, 2003\)](#)
- [CEPD Task Force on Education Office Guidelines \(Draft 8/6/03\)](#)
- [Nancy Perkin Beaumont Appointed Executive Director of SAA](#)
- [Conference on Latino/Hispanic Film, Print and Sound Archives](#)
- [Statement on the Importance of Supporting State Archival Programs issued by the Society of American Archivists](#)
- [Bush Issues New Secrecy Executive Order](#)
- [Paul Duguld and David Rumsey to Speak at SAA 2003 Annual Meeting](#)
- [Archival Association Leadership List \(AALL\) Established](#)
- [SAA-ARMA Statement of Joint Purpose and Cooperation](#)
- [SAA 2003 Election Results](#)
- [Task Force on Electronic Publishing Final Report \(PDF\)](#)



Continuing Professional Education

Professional Education Offering:

Leadership and Management of Archival Programs

#0415
 Dearborn, MI ([Hotel and travel information](#))
 Co-sponsor(s): Midwestern Archives Conference
Wednesday, October 22, 2003
 9:00 AM - 5:00 PM
 Continuing Education Units (CEUs): .75
 ACA Archival Recertification Credits: 5 ACA

REGISTRATION FEES:

Early bird (on or before 9/22/2003): SAA Member - \$185; Nonmember - \$235
Regular (after 9/22/2003): SAA Member - \$210; Nonmember - \$260

[Register Now!](#)

This workshop demonstrates that leadership and management of archival programs requires considerable skills. It includes exercises designed to explore real-life issues that program directors face every day and have to decide what works best for their archives.

Upon completing the workshop you will:

- Analyze the issues and problems that program directors face
- Understand how to develop and maintain a strong archival program
- Explore strategic approaches that secure and sustain support
- Examine ways to keep your program relevant
- Look at practical management issues

Testimonials:

"Readings - current and thoughtful. Overheads - good discussion talk points."

"Handouts will be very valuable for my work and in implementing both leadership and management functions."

"I had my doubts before we started but I really enjoyed (and found useful) the role playing exercises."

"The discussion on interviewing a new archivist."

"Topic and presentation made me think about what my department needs to do."

Instructor(s):

Thomas P Wilsted
 Director, Thomas J. Dodd Research Center, University of Connecticut

Hotel and Travel Information:

TBA

[Register Now!](#)

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SAA's 67th Annual Meeting
 Los Angeles
 August 18-24, 2003

[Register now!](#)



Now online!