



The California State University
COMMISSION ON THE EXTENDED UNIVERSITY



EDWARD M. MCALEER JR. EXCELLENCE AND INNOVATION AWARDS

2018
GUIDEBOOK

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THANK YOU

FOR NOMINATING!

On behalf of the CSU Commission on the Extended University and 2018 Edward M. McAleer Jr. Excellence and Innovation Committee, we thank Continuing and Extended Education (CEE) and all those who serve CEE students, for your commitment to student success, the institution, employers and the communities represented. The term “student” encompasses a broader meaning for us today than ever before. CEE students need access to accelerated degree and certificate programs, flexibility in scheduling, advising and student services. Therefore, your continued commitment and excellence to CEE students is essential in meeting the needs of our students today and tomorrow.

We hope the awards and expanded categories demonstrate in some way, our gratitude and recognition for the important work you do.

Karen S. Haynes

Chair, Commission on the Extended
University

Jane C. Conoley

Chair, Edward M. McAleer Jr. Excellence
and Innovation Committee

CONTENT

EXECUTIVE SUMMARY	4
.....	
SECTION 1	5
AWARD CATEGORIES & CALL FOR NOMINATIONS	
.....	
SECTION 2	8
ELIGIBILITY, NOMINATION, LETTERS OF SUPPORT, & TIMELINE	
.....	
SECTION 3	10
REVIEW PROCESS, NOTIFICATION, & AWARDS	
.....	
SECTION 4	12
NARRATIVE QUESTIONS	
.....	

SUMMARY

The Commission on the Extended University is pleased to announce the inaugural Edward M. McAleer Jr. Excellence and Innovation Awards, which recognizes the outstanding contributions of students, faculty, and administrator/staff in support of the California State University (CSU) Continuing and Extended Education (CEE).

Nominees are recognized for demonstrating a passion for making new ideas work with excellence by successfully creating new models and pathways; new partnerships and collaborations, and creating new ways in which the CEE expands options and access for students, which strengthens the mission of the CSU. Ideal candidates are individuals who envision and execute innovative ideas utilizing exceptional standards.

Edward M. McAleer, Jr. served as the statewide dean, in CEE at the system level for more than 15 years. He was widely recognized for his commitment to excellence, and ongoing support of meaningful innovation throughout the CEE across all campuses. Edward M. McAleer was the first recipient of this award.



Edward M. McAleer Jr.

1 | **AWARD CATEGORIES & CALL FOR NOMINATIONS**

AWARD CATEGORIES & CALL FOR NOMINATIONS

Each award is named in honor of Edward M. McAleer, Jr. and individuals can be recognized in one of three award categories.

AWARD CATEGORIES & CALL FOR NOMINATIONS

SECTION 1

Edward M. McAleer Jr.

Chancellor's Award for Administrator/Staff Excellence and Innovation



Nominees include an administrator or staff member who has demonstrated excellence in advancing new programs, partnerships, support services, and/or aligning CEE with systemwide initiatives (GI 2025, quality, accessibility, affordable learning). Nominees in this category, significantly increase campus capacity to better serve adults/mid-career professionals, transfer students, the unemployed, underemployed, military-connected, active duty/veterans and their families, employers, state agencies, K12 students and districts, workforce boards, and the community.

Edward M. McAleer Jr.

Chancellor's Award for Faculty Excellence and Innovation



Nominees for the faculty award create exceptional learning experiences for students in CSU CEE programs, utilizing new or different approaches that promote excellence in teaching, research, and service that result in high levels of student achievement and sustainable, impactful practices.

Edward M. McAleer Jr.

Chancellor's Award for Student/Faculty Collaborations



Nominees for the student/faculty collaborations are outstanding student-faculty teams that facilitate research, scholarship, and contribute to the CSU mission benefitting students and/or the community. The award covers a wide variety of projects, from scientific research to artistic interpretation to social service projects.



CALL FOR NOMINATIONS

The Office of the Executive Vice Chancellor for Academic and Student Affairs forwards the call for nominations from the commission chair to campus presidents. Campus provosts, vice presidents for student affairs, CSSA executive director, academic senate chair, senior leaders of CEE, commissioners, chancellor's office leaders and staff are copied. Nominations are forwarded to the chancellor's office for final review and selection.

2

ELIGIBILITY, NOMINATION, LETTERS OF SUPPORT, & TIMELINE



ELIGIBILITY

Eligible nominees include CSU administrator/staff, faculty, and faculty/student collaborations as outlined below. One award may be given in each category, but it may not be awarded in years in which no nominee fully meets the standards and criteria of the award.



THE CHANCELLOR'S AWARD FOR ADMINISTRATOR/STAFF EXCELLENCE AND INNOVATION



An administrator/staff who has contributed to innovation in programming and excellence in practice, in the work of CEE at the campus, community and/or system level.



THE CHANCELLOR'S AWARD FOR FACULTY EXCELLENCE AND INNOVATION



Faculty who have created exceptional learning experiences for students in CEE programs using innovative and/or developed approaches that promote excellence in instruction or curriculum development resulting in high levels of student achievement.



THE CHANCELLOR'S AWARD FOR STUDENT/FACULTY COLLABORATIONS



The program is open to student and faculty collaborators or to students and faculty mentors across academic disciplines. Funded projects should show direct educational benefits to students and faculty, should be discipline appropriate, and demonstrate innovation. Students must be currently enrolled in a CEE course or program at a CSU campus.

SUBMIT YOUR NOMINATION TODAY!



Photo courtesy of CSU Communications.

NOMINATION & LETTERS OF SUPPORT



Nominations are submitted via a Sharepoint site form available on the Commission on the Extended University Sharepoint site (<https://csyou.calstate.edu/groups/ceu/mcaleerawards/SitePages/Home.aspx>). Please ensure you are logged into your campus CSYOU account prior to clicking the link.

Completed nominations include the following:

1. The nomination is the first letter of support.
2. The second traditional letter of support to be completed by the campus president or provost.
3. The nominator will upload the second traditional letter of support completed by the campus president or provost.

All steps **must** be completed prior to final submission.

TIMELINE AND DEADLINES



Nominations received by the campus CEE dean's office by 4:00 p.m. **Friday, December 15, 2017**, will be routed via Sharepoint to the committee for selection consideration. Nominations submitted after **Friday, December 15, 2017**, deadline will not be routed to the committee for selection consideration. The awards are designed to be given once per fiscal year. Finalists are confirmed by commissioners at the spring business meeting.

REVIEW PROCESS, NOTIFICATION, & AWARDS

EXCELLENCE AND INNOVATION AWARDS SELECTION

The role of the committee is to review the nominations and recommend a nominee for review and approval by the full commission. The committee is comprised of at least three members drawn from the membership of the commission: a president, provost, academic senator, and chancellor's office members.

REVIEW PROCESS, NOTIFICATION, & AWARDS

Section 3

2018 Edward M. McAleer Jr. Excellence and Innovation Committee

Chair, Jane C. Conoley, California State University, Long Beach

Co-Chair, Andrew Feinstein, San Jose State University

Co-Chair, Thomas Norman, California State University, Dominguez Hills

Leo Van Cleve, Office of the Chancellor

Sheila Thomas, Office of the Chancellor



COMMITTEE REVIEW OF NOMINATIONS

The committee formally reviews each nomination, utilizing a rubric. The committee then determines which nominees, if any, to present to the commission for a vote at the spring commission business meeting.

The Committee prepares a brief summary and recommendation for the chancellor, which is also distributed to commissioners. The summary and recommendation includes a short (one paragraph) introduction of the nominee and the nominee's current position and exemplary work in the CSU. The rest of the summary is devoted to the reasons the committee selected this candidate for the award (with specific examples that illustrate the impact of innovation and excellence in the nominee's work in each category).



COMMISSION AND CHANCELLOR APPROVAL

A final summary of the selected nominees, in each category, is shared with commissioners for a vote and approval by the chancellor.



NOTIFICATION AND AWARD

Nominees and nominators are notified regarding award status.

Awardees in each category are notified via congratulatory communication and will be formally honored and invited to attend a commission event. Each category winner receives a \$2,000 campus award. Awardees have access to funds through their campus department.

NOTE:The commission does not provide reimbursement for costs associated with attending commission events.

6

NARRATIVE QUESTIONS

NARRATIVE QUESTIONS

This section outlines resources to help nominators submit a nomination. Using the narrative questions, nominators will describe why the nominee should receive this award. Be aware that your responses to the narrative questions will be used by the committee to evaluate the nomination.

NARRATIVE QUESTIONS

Edward M. McAleer Jr. - Chancellor's Award for Administrator/Staff Excellence and Innovation

NOMINATORS:

Using the narrative questions below, in no more than two (2) single-sided pages, describe why the nominee should receive this award. Be aware that your responses to the narrative questions below will be used by the committee to evaluate the nomination.



ALIGNMENT WITH SYSTEM, STATE, AND/OR FEDERAL INITIATIVES

Describe the ways in which the nominee has demonstrated exceptional innovation and excellence that created new ways in which the CEE aligns with systemwide, state, federal, and/or workforce initiatives (e.g. CSU Graduation Initiative 2025, Workforce Innovation and Opportunity Act (WIOA)). The preceding list are examples and not intended to be an exhaustive list of initiatives the committee will consider.



INNOVATIVE PROGRAM DEVELOPMENT

Describe ways in which the nominee has fostered the development of innovative program models and/or program options.



COLLABORATION

Describe the ways in which the nominee has fostered collaboration with internal and external partners.



COMMUNITY ENGAGEMENT/SERVICE

Describe the ways the nominee has increased community engagement or further served the local community and region.



SERVICE EXCELLENCE TO PARTNERS

Describe the ways in which the nominee has created and/or increased innovative internal and external partners.



SERVICE EXCELLENCE TO STUDENTS

Describe ways in which the nominee has created and/or increased service excellence to students.

NARRATIVE QUESTIONS

Edward M. McAleer Jr. - Chancellor's Award for Faculty Excellence and Innovation

NOMINATORS:

Using the narrative questions below, in no more than two (2) single-sided pages, describe why the nominee should receive this award. Be aware that your responses to the narrative questions below will be used by the committee to evaluate the nomination.



INNOVATION

Describe the ways in which the faculty member has demonstrated exceptional innovation. How has the faculty member created new ways and expanded options for students in CEE and, in turn, strengthened the mission of the CSU? In particular, describe the extent to which the innovation explores new and different models and/or options for courses and programming.



COLLABORATION

Describe any partners in this effort, both internal and external. How were partnerships strengthened or further defined for the benefit of students and/or community? How has this lead to outstanding and innovative ways to increase collaboration within and across campus lines?



IMPACT

How has the innovation impacted outcomes for students? How many students were affected, and in what ways?



SUSTAINABILITY

Describe the sustainability of the innovation. How likely is it to have long-term impacts?



COMMUNITY ENGAGEMENT/SERVICE

In what ways did this innovation develop new ways in which your campus increased community engagement or further served your service area?



SYSTEM IMPACT

How did this achievement redefine the scope/impact/capacity of the work of CEE?

NARRATIVE QUESTIONS

Edward M. McAleer Jr. - Chancellor's Award for Student/Faculty Collaborations

NOMINATORS:

Using the narrative questions below, in no more than two (2) single-sided pages, describe why the nominee should receive this award. Be aware that your responses to the narrative questions below will be used by the committee to evaluate the nomination.



PROJECT DESIGN

Describe the innovation; is the design sound? What is the potential for contributing to the CSU mission and goals for Graduation Initiative (GI) 2025?



GOALS

Are the goals very clear and timelines realistic?



INNOVATION

Is the innovation new? Does the innovation significantly further the goals of CEE or other system, state, federal, or other initiatives?



IMPACT/OUTCOMES

Outline the benefits to students and the community.



QUALIFICATIONS

Describe the project's impact and how that impact can be measured and sustained long-term.



ACADEMIC EXCELLENCE

Describe the extent to which the project represents academic excellence in CEE.



Questions?

Contact the Commission on the Extended University Staff

Email: commission@calstate.edu

Phone: (562) 951-4372