

League for Innovation & Lane Foundation

Schafer & League Innovations of the Year Awards

Nomination Deadline – March 15, 2019 at 5pm

Instructors . . . Classified Staff . . . Managers

Do you know of a significant and innovative

Program ... Process ... Procedure ... Creation ... Activity?

Each year, Lane holds a competition to identify projects that embody a spirit of innovation envisioned by past president Eldon F. Schafer. The Schafer Innovation Awards will be selected in collaboration with the Innovation of the Year, sponsored by *The League for Innovation in the Community College*.

Awards will be given to an individual or group of individuals who have designed and implemented a significant innovation at Lane. The innovation should not be more than 5 years old in the institution, and must have been around long enough to have been tested. The selected innovations will be awarded funds to continue implementation of the innovation.

Selection Criteria

One or more of the criteria should be met, but it is not necessary that a nominee meet all criteria.

- 1. Effectiveness** - Explain the development and/or reasons for creating the innovation and how the innovation effectively attained its goals or outcomes.
- 2. Efficiency** – Describe how the innovation contributes to a more efficient way of doing things.
- 3. Affordability** – Demonstrate that the innovation contains or reduces costs and/or generates funds for the institution.
- 4. Replicability**–Explain how the innovation has been or could be replicated at Lane and/or at other institutions with a minimum of difficulty.
- 5. Creativity** – Discuss how the innovation is creative. Explain if the innovation is an original creation (primarily new ideas) or a unique adaptation (using known elements in new ways).

HOW TO SUBMIT A NOMINATION

Nominations must be submitted electronically as one document by **March 15, 2019, 5pm** to Paul Jarrell, jarrellp@lanecc.edu, League for Innovation Interim Representative. The first page is the cover sheet, pages 2–4 are nomination text, supporting materials are the last pages after the nomination text. See below for full explanations of each section of the document.

- 1) **COVER SHEET** – The nomination cover sheet must have:
 - A) The heading “Schafer & League for Innovation, Innovation Nomination 2019”,
 - B) a title for the nomination followed by,
 - C) the name of the person preparing the nomination,
 - D) a list of the name, job title and department of all staff who are part of the innovation (list may include the name of the person writing the nomination document),
 - E) a **one-paragraph executive summary of not more than one hundred words**. (An executive summary is a brief, clear, description of the nomination. You may include outcomes/benefits to students and/or the college in the summary, however the majority of the text should describe the innovation with sufficient detail that anyone reading it will understand your innovation.

- 2) **NOMINATION DOCUMENT** – The nomination document (not including the cover sheet or supporting material) may be up to three pages using 11-point type or larger, with not more than .75-inch margins. The nomination should begin with:
 - A) Title of the Innovation
 - B) A several-paragraph overview description of the innovation with specific details about the project, process, procedure, creation, or activity and outcomes/benefits to students and or the college.
 - C) A separate paragraph for each of the five innovation selection criteria. Provide specific evidence related to each selection criteria that illustrates the excellence and quality of the nominated innovation. If a criterion is not within the scope of the nominated innovation, explain why. It is not necessary for an innovation to meet all five selection criteria.

- 3) **SUPPORT MATERIALS** – Include relevant supporting materials such as letters of support, student evaluations and/or ratings, financial data, or pre-post comparisons. Multimedia or other media may also be submitted hard copy. Provide an explanation if the supporting material is not self-evident. No more than five pages of support material will be accepted and used for the selection process.

For assistance preparing your nomination or if you have questions, please contact Paul Jarrell, jarrellp@lanecc.edu We want you to have a strong, competitive nomination!

HOW THE INNOVATIONS ARE SELECTED

Lane's Schafer and Innovation of the Year Award Selection Committee is composed of a volunteer pool of previous award recipients, members of Lane's Foundation Board, Foundation Director (or designee) and Lane's League Representative. This committee will review nominations and select the award winners. If none of the nominations are deemed to be of a caliber for the Innovation of the Year, no award will be made.