NORTHWEST FIVE CONSORTIUM
2015 COLLABORATIVE INQUIRY HANDBOOK

Northwest Five Consortium

Regional Collaboration in Liberal Arts Education

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Lewis & Clark College
University of Puget Sound
Reed College
Whitman College
Willamette University

Handbook Topics

* 2014-2015 *Request for Proposals*

* Proposal guidelines for collaborative projects

* Proposal guidelines for thematic workshops

* 2013-14 funded project abstracts

* Tips for project and workshop management

* NW5C resources and contact information

* NW5C.org website information

With the generous support of The Andrew W. Mellon Foundation, Willamette University, Whitman College, University of Puget Sound, Reed College, and Lewis and Clark College have formed the Northwest Five Consortium (NW5C). Working toward regular sharing of expertise and resources, the mission of the NW5C is to enhance the student academic experience at our five liberal arts colleges through the enrichment and development of faculty as teacher-scholars. In service of this mission, the Consortium will provide the infrastructure to support collaborative efforts among its member institutions.

NW5C OVERVIEW

Begun in 2012 and supported by a generous collaboration grant from The Andrew W. Mellon Foundation, the Northwest Five Consortium (NW5C) seeks to enhance the student academic experience at our five liberal arts colleges through the enrichment and development of faculty as teacher-scholars. The colleges of the NW5C are Lewis & Clark College, University of Puget Sound, Reed College, Whitman College, and Willamette University.

Central to the work of the Northwest Five Consortium is the exploration of collaboration. Core NW5C programs bring faculty together for collaborative work. The Annual Conference, the Fund for Collaborative Inquiry, and thematic workshops all provide opportunities for on-going cross-consortium interaction between faculty and professional staff to engage with consortium peers, to share professional interests, and to build long-term relationships through collaborative work.

The grant has been used fund workshops and conferences that bring together faculty and staff from all the colleges for face to face meetings. The NW5C Annual Conference allows the consortium member institutions to gather and reconnect in-person with regional colleagues; past conferences have combined facilitated working group discussion sessions with networking and grant proposal development. Past thematic workshops have included round-table discussions on collaborative technologies and on supporting faculty of color; and successful faculty workshops have been held on Gender Studies and Teaching Asia.

The NW5C also provides grant opportunities for faculty through its Fund for Collaborative Inquiry. The Fund offers financial resources to support academic innovation and efficiency through cross-institutional, faculty-initiated projects and workshops. Funded projects and thematic workshops involve faculty from two or more of the five colleges.

All faculty and professional staff in the NW5C are invited to submit proposals for the 2014-15 Collaborative Inquiry and thematic workshops granting cycle.

All projects, workshops, programs and publications will be subject to NW5C Intellectual Property policy.

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2014-15 CALL FOR PROPOSALS: INTRODUCTION

Central to the work of the Northwest Five Consortium is the exploration of collaboration. Through the financial support of The Andrew W. Mellon Foundation, the NW5C is able to provide grant opportunities for faculty through its Fund for Collaborative Inquiry. The Fund offers financial resources dedicated to the support of academic innovation and efficiency through cross-institutional, faculty-initiated projects. Funded projects involve faculty from two or more of the five colleges.

Two mechanisms for involving faculty from our regional colleges in collaborative work are the Fund for Collaborative Inquiry and thematic workshops. All faculty and professional staff in the NW5C are invited to submit proposals for the 2014-15 Collaborative Inquiry and thematic workshops granting cycle.

Fund for Collaborative Inquiry
The NW5C provides small grants to faculty for new projects through the Fund for Collaborative Inquiry (FCI). FCI grants support academic innovation through creative cross-institutional, faculty-initiated projects. **Projects must involve faculty from at least two of the five colleges.** Funds are available to support collaborative projects in 2015 with a $10,000 per project maximum. The number and size of awards will be made based on the scope and quality of proposed projects.

Thematic Workshops
The NW5C also provides small grants to support at least one academic workshop each year in which groups of faculty members and professional staff from NW5C member institutions gather for in-depth discussions of curricular, academic, or pedagogical topics of common interest. The workshops may be discipline-based or cross-disciplinary. **Workshops must involve faculty members from at least two of the five colleges.** Funding is available through the end of 2015 to support faculty workshops. The number and size of awards will be made based on the scope and quality of proposed workshops.

2014-15 FUND FOR COLLABORATIVE INQUIRY PROPOSAL GUIDELINES

All proposed FCI projects should:
 - Advance the mission of the member institutions and, specifically, at least one of the four "shared outcomes" indicated in the NW5C's 2011 Mellon Foundation proposal. Those outcomes include the following:
> 1) *Enhance existing and develop new learning opportunities for students;*
> 2) *Determine best practices for faculty growth and development;*
> 3) *Improve teaching on each of the five campuses; and*
> 4) *Expand curricular offerings through efficiencies.*

 - Be a substantive project that cannot be done, or done as well, by any one member institution individually.

 - Be collaborative and involve at least two members of the consortium.

 - Include concrete goals that are subject to appropriate forms of assessment.

FCI Proposal Deadline	**FCI Award Announcements**
Monday, November 3, 2014	Tuesday, November 25, 2014

FCI Proposal Package

The full proposal is limited to 4 single-space pages (11-pt font or greater), not including the budget. Cross-institutional faculty teams requesting a grant from the Fund for Collaborative Inquiry must submit the following items by the proposal deadline:

Project Abstract

The project abstract should present a concise summary of the project. It should include a Principal Investigator (*see page 8 of this booklet for PI duties*), the names of the faculty and professional staff members involved and institutional affiliation, amount of grant request, need for the project and the population it will serve, and a brief description of the project and its goals and objectives, as well as the applicants' background and qualifications. Make sure you include the amount of funding that is being sought. If your project proposal contains both planning and implementation funding requests, please be sure to delineate both phases within your abstract and program description.

Program Description

Your program description should address the following questions.

1. What is the problem or issue that you are addressing?
2. Why is this important?
3. What approach will you use and why?
4. Who will be engaged in this work?
5. What is the purpose and rationale for the requested funds?
6. What outcomes do you hope to achieve as a result of your work?
7. How will you assess the success of your program?
8. What are the potential long-term impacts of your proposed project?
9. What kind of resources would be needed to sustain it after this Collaborative Inquiry grant?
10. How is the impact of this work enhanced by the collaboration among consortium colleagues?

Timeline

Include a timeline of major project activities and locations for the activities.

Projects should be completed with funds utilized by August 31, 2015, at which time a final report detailing achievement of project outcomes and future plans will be due to the NW5C Steering Committee. Final reports are due by August 31, 2015.

*Deadline extensions to request additional time to complete project work **within the 2015 calendar year** will be considered only if extension requests are submitted in writing by **June 1, 2015**.*

Budget

Because funding beyond the expiration of the current Mellon grant at the end of 2015 is not assured and institutional resources are constrained, faculty and staff who wish to continue their projects in the future should propose ways in which to make them self-sustaining or to indicate how they achieve economies of scale that ensure their feasibility. Collaborative projects that have the potential to be scaled and adopted as programmatic models that can achieve economies in the consortium will be favored.

Include in the budget all expenses for your project and the amount you are requesting from the Fund. Also include a brief narrative of expenses along with a table of individual cost components.

The maximum total budget allocation for projects is $10,000, with a limit on stipends of $2500 per proposal or $500 per individual, whichever is less. (*See page 8 of this booklet for standard expenses rates.*)

Please check with your Dean/Associate Dean with any questions about budgeting and budget guidelines, as ongoing budgetary management for all awarded projects will be administered through the Dean's area and the grants' management team at the project leader's home institution.

Please submit your completed proposal in PDF format by email to Carie Faszholz, NW5C Coordinator at cfaszhol@willamette.edu by Monday, November 3rd at 5PM.

2014-15 THEMATIC WORKSHOPS PROPOSAL GUIDELINES

Proposals for thematic workshops should include plans for in-depth discussions of curricular, academic, or pedagogical topics of common interest. (Examples include synthetic biology, the politics of Iran, China and the environment, or images of women in Jewish literature, as well as teaching with technology, team-teaching, exploring service learning models, etc.)

From these thematic discussions, faculty and professional staff may develop ideas that they can incorporate into existing courses, create ideas for new courses that integrate different perspectives, or develop cross-institutional collaborations that would benefit multiple schools. The thematic workshops primarily serve as forums for faculty to explore the emerging synergies within the region. In addition, workshops should

 - Advance the mission of the member institutions and, specifically, at least one of the four "shared outcomes" indicated in the NW5C's 2011 Mellon Foundation proposal. Those outcomes include the following:

> 1) *Enhance existing and develop new learning opportunities for students;*
> 2) *Determine best practices for faculty growth and development;*
> 3) *Improve teaching on each of the five campuses; and*
> 4) *Expand curricular offerings through efficiencies.*

 - Be a substantive project that cannot be done, or done as well, by any one member institution individually.

 - Be collaborative and involve at least two members of the consortium.

 - Include concrete goals that are subject to appropriate forms of assessment.

Thematic Workshop Proposal Deadline
Monday, November 3, 2014

Thematic Workshop Award Announcements
Tuesday, November 25, 2014

Workshop Proposal Package
The full proposal is limited to 4 single-space pages (11-pt font or greater), not including the budget. Cross-institutional faculty teams requesting a grant for hosting a thematic workshop must submit the following items by the proposal deadline:

Workshop Plan
The workshop plan should present the topic and the program content as well as the proposed dates and location of the workshop. It should include a Principal Investigator (*see page 8 of this booklet for PI duties*), the names

of the faculty and professional staff members involved and their institutional affiliation, amount of funding request, number of participants anticipated, likely workshop participants, a brief description of the workshop's objectives, as well as the proposers' and workshop program leaders' background and qualifications.

Workshop Program Description
The workshop program description should address the following questions.

1. What is the problem or issue that you are addressing?
2. Why is this important?
3. What workshop formats will you use and why?
4. Who will be engaged in this workshop?
5. What objectives do you hope to achieve as a result of your workshop?
6. How might your proposed workshop enhance collaborative efforts beyond the event itself?
7. How will you assess the success of your workshop?
8. What are the potential outcomes or long-term impacts of your proposed workshop?

Timeline
Include a timeline for workshop planning and implementation. Workshops should be completed with funds utilized by August 31, 2015 at which time a final report detailing achievement of workshop objectives along with any outcomes and future plans will be due to the NW5C Steering Committee. Final reports are due by August 31, 2015.

*Deadline extensions to request additional time to host workshops **within the 2015 calendar year** will be considered only if extension requests are submitted in writing by **June 1, 2015**.*

Budget
Include in the budget all expenses for your workshop and the amount you are requesting from the Fund. (*See page 8 in this booklet for standard expense rates.*) Include a brief narrative of expenses along with a table of individual cost components. There is a limit on stipends of $2500 per workshop proposal or $500 per individual, whichever is less.

Please check-in with your Dean/Associate Dean with any questions about budgeting and budget guidelines. Workshop budgets will be administered through the Dean's area and the grants' management team on the hosting campus in conjunction with the NW5C office as needed.

Please submit your completed proposal in PDF format by email to Carie Faszholz, NW5C Coordinator at cfaszhol@willamette.edu by Monday, November 3rd at 5PM.

2014-15 BUDGET GUIDELINES:
FUND FOR COLLABORATIVE INQUIRY & THEMATIC WORKSHOPS

Because funding beyond the expiration of the current Mellon grant (end of 2015) is not assured and institutional resources are constrained, faculty and staff who wish to continue their projects in the future should propose ways in which to make them self-sustaining or to indicate how they achieve economies of scale that ensure their feasibility. Collaborative projects that have the potential to be scaled and adopted as programmatic models that can achieve economies in the consortium will be favored.

Maximum budget allocation is $10,000 for projects**.*** There is a limit on stipends of $2,500 per proposal or $500 per individual, whichever is less. Please check-in with your Dean/Associate Dean with any questions about budgeting and budget guidelines, as ongoing budgetary management for all awarded projects will be administered in conjunction with the Dean's area and the grants' management team of the project leader's home institution

Additional budget standards are listed below to assist with building a budget that contains all expenses for your project or workshop and the amount you are requesting from the Fund. Include a brief narrative of expenses along with a table of individual cost components.

Budget Maximums Per Category

total budget per project*	<u>$10,000 maximum</u>
budget allowable for stipends	$2,500 maximum
organizer/PI stipend(s)	$500 per person maximum (may be split)
participant stipend	$100 per person maximum (may be lowered or forgone)
copies & supplies	$100 maximum

General Travel Expense Rates

lodging	$150 maximum per person, per night
meals per day	$50 maximum per person, per day
dinner only	$30 maximum per person
transportation	$.50—56.5 per mile, per institution's reimbursement rate
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***total workshop budgets may be higher than $10,000*

INFORMATION ON PROJECT & WORKSHOP MANAGEMENT

Each funded project and workshop will require a project leader, a designated Principal Investigator (PI). The PI will be responsible for communications with the NW5C staff and with their dean's office, as well as for administering the grant via regular college accounting procedures for tracking expenses and making payments.

The faculty or staff member who submits the completed proposal on November 3, 2014 will be considered the project/workshop team point-person, and will act as communications liaison with the NW5C staff until project/workshop award announcements are made in late November 2014. Funded projects/workshops will confirm their PI designee after award announcements are made. Funded projects/workshops may designate co-PIs if needed, with grant funds being distributed to the PI(s) campus(es) for management during project/workshop.

PIs are responsible for

1) on-going communications regarding project/workshop with NW5C staff and Dean's area;

2) budget and expense management;

3) regular reporting on project//workshop progress and submission of final report;

4) working with on-campus support staff as needed.

For funded projects/workshops, budgets are approved and grant awards transferred in January. Funds are accessible via regular grants management accounting procedures at PI(s) institution(s). Reimbursements and invoices are the core mechanisms in place to move funds between institutions and between project/workshop team members.

For team members to secure reimbursements for travel and other project-related expenses, be sure to connect with the PI and lead campus personnel to follow correct reimbursement procedures. NW5C-sponsored events process travel reimbursements for guests through deans' offices; please follow travel expense standards on the previous page, retain all receipts and work with the PI or associate dean on reimbursement processing. *The Associate Dean must be contacted regarding faculty stipend payments between institutions, and to obtain pre-approval for utilizing undergraduates to assist with project work.*

The PI's home institution receives the grant as a transfer of funds in January. All grant expenses are then charged to, and handled by, that institution. If expenses are incurred at other campuses (e.g., for meeting space rentals and catering), that campus should send an invoice to the grant home institution to receive reimbursement. Invoices are used between institutions to move payments for on-campus fees such as meeting space rentals and catering. In addition, payments to guest speakers and other outside vendors require an invoice as well as a letter of agreement and tax information be filed; please work with the PI and lead campus accounting procedures on contracting off-campus service providers.

Funded project/workshop teams should alert NW5C staff and deans to any adjustments made to the project/workshop timeline of activities submitted with their proposal. 2014-15 Collaborative Inquiry projects and workshops should be completed with funds utilized by August 31, 2015, at which time a final report detailing achievement of project outcomes and future plans will be due to the NW5C Steering Committee.

Extensions for additional time to complete project work *within the 2015 calendar year* will be considered if indicated within the activities timeline in the project/workshop proposal; otherwise, deadline extension requests will be considered only if submitted in writing by June 1, 2015.

The Associate Dean on your campus can answer questions about project/workshop activities timelines, budgets, accessing funds, and reporting guidelines.

In accepting Collaborative Inquiry funds, NW5C project teams are required to use the consortium website, nw5c.org, to post project information, including progress reports, announcements, and resources.

In addition, the NW5C staff has been collecting information on faculty classroom and co-curricular interactions such as guest lecturing, presentations, student interactions, co-teaching, etc., beyond the NW5C-sponsored project activities and events. Tracking the many ways in which our faculty and staff collaborate helps to demonstrate the growing impacts of our consortium partnerships.

2013-2014 ABSTRACTS:
COLLABORATIVE INQUIRY PROJECTS & THEMATIC WORKSHOPS

Food Systems Northwest

August 2014 will launch the pilot of a summer experiential education program that examines the themes of soil, labor, and money throughout the Northwest food system. This biannual, tri-campus course takes advantage of the unique attributes of Walla Walla, Tacoma, and Salem to offer an unprecedented intensive educational experience for NW5C students. Students will spend one week at each school (and importantly, in each community) focusing on three main themes: soil, labor, and money. Students will trace these themes through three distinct units: industrial agriculture and trade at Whitman, urban agriculture and food justice at Puget Sound, and agro-ecology and sustainable production at Willamette. Students will participate in a unique experience offered by combining resources and expertise from the three colleges that will augment the institutions' strong interdisciplinary programs. This program will also serve as a model for other NW5C initiatives, both at home and abroad.

Negotiating the Global South

Through studying global inequalities and critically considering our abilities to counter them, this project assists students in thinking about thorny real world problems while closely examining their own roles and responsibilities, and integrates interdisciplinary engagement across three campuses to create applied, experiential learning opportunities for both students and faculty. This project aims to develop a model of participatory negotiations exercises in which students will collaborate to design solutions addressing a current real world problem and faculty will work across disciplinary boundaries to bring both breadth and depth to this experience.

Southeast by Northwest: Interdisciplinary Collaborations in Southeast Asian Studies

An interdisciplinary collaboration between Southeast Asianists at the NW5C, this initiative includes teaching collaborations at member institutions, digital sharing of invited guest speakers and workshop content, meetings to facilitate teaching efficiencies while abroad, support for faculty and student research in Southeast Asia, the provision of language-learning opportunities to students, and planning for future study-abroad collaborations. The expected long-term outcome of this collaboration is a richer and more consistent program of Southeast Asian Studies offerings within existing Asian Studies programs at NW5C partner institutions. Specific outcomes include improved course offerings, research collaborations for both faculty and students, the possibility of language study, and sustainable study abroad.

NW5C Platform for Hybrid Scholarship

Imagining the Global (IG) is a proposed online platform shared among NW5C institutions that promotes innovative collaboration on global themes. IG will support and link NW5C scholarship across the arts and sciences that engages with related ideas in the context of local, regional, and international field sites. Imagining the Global offers NW5C students and faculty digital tools and resources for use in courses, scholarly projects, and field-based programs, and benefits all participants via their incremental contributions toward a larger conversation on the global. Ultimately, IG will help NW5C students develop more sophisticated global understandings and identities, and view our common Pacific Northwest setting in a larger context. Via its public-facing portal, IG will also provide a showcase of cutting-edge NW5C student and faculty scholarship. The IG project aims to support existing regional and international NW5C initiatives as well as new initiatives, and builds on demonstrated expertise in digital scholarship at Lewis & Clark College, and global theory and field-based scholarship in all five NW5C institutions.

NW5C - Hispanic, Latino, and Latin American Studies Association

A regional association of Hispanic, Latino, and Latin American Studies will provide a framework for enhanced collaboration on research, pedagogy, cultural events, and colloquia. The association should broaden students' exposure to a plurality of perspectives and skills and provide fora for their development as young scholars. The association seeks to harness the expertise of NW5C Hispanic, Latino, and Latin American Studies colleagues in a joint effort to create an interdisciplinary association of scholars and students of Hispanic, Latino, and Latin American Studies. This association will be instrumental in developing shared and collaborative ventures including: workshops, study groups, curriculum development, speaker series, faculty exchanges, study abroad programs, and eventually a journal and a regional colloquium.

2015 Peer Tutoring Conference
The Conference in January 2015 will bring together peer tutors and directors from all five member institutions. Peer tutoring helps students become more conscious of their learning; skilled tutors can provide strong academic support outside the classroom that enhances students' capacity to be responsible for their own learning. This conference will provide professional opportunities for tutors across the five campuses in diverse areas (including writing, math, sciences, foreign languages, and ESL) to engage, share best practices, and develop a sense of community and identity as peer tutors. The conference setting will allow the directors to learn more about their tutors' instincts, judgments, strengths and weaknesses, thereby exposing potential areas for ongoing training and development. Additionally, the flow of ideas between campuses assists all NW5 member institutions with implementing innovative approaches to tutoring and to managing peer tutors.

Teaching Asia in the Pacific Northwest
A gathering of Asianists from all the consortial schools will meet to discuss short and long-term prospects for collaboration and resource-sharing. This collaboration is designed to explore potential consortium-wide solutions to perennial problems facing our Asian Studies programs in terms of uneven curricular and off-campus coverage, and isolation of Asianist faculty and students. It will foster benefits on each campus as well as a regional identity, highlighting the Pacific Northwest as a place to study Asia in a liberal arts setting. Such collaboration could maximize student learning opportunities by providing greater "coverage" in area and approach; it could prove mutually-beneficial to our teaching and expand curricular and extra-curricular opportunities for students on each campus through sharing existing resources to whatever extent possible; it could help address issues of isolation on our campuses by encouraging work across campuses and across disciplines that maximizes existing faculty strengths as well as student networks on a consortium-wide scale.

Summer Institutes in Latin America
This initiative seeks to promote student and faculty development through the creation of Summer Institutes in Latin America. These Institutes would build upon existing study abroad sites in Latin America currently run by our institutions—e.g., Cuenca, Ecuador and Oaxaca, Mexico—and existing student research, student-faculty research, and summer internship funds on each campus in order to foster international, interdisciplinary research and/or internship opportunities as well as cross-campus collaboration. Individual faculty research and student mentoring at the Institute will ensure high quality participation, low-resource intensive programming, and greater engagement with local communities, and even alumni abroad. Returning students and faculty would be able to integrate these global experiences into the classroom, into projects with the wider community, and into institutional projects (like a digital library) that would all help to develop and sustain a more hemispheric approach to knowledge and engagement.

NW5C Gender Studies Faculty Consortium: Building Bridges through Gender Studies
This project builds on the successful NW5C Gender Studies Faculty Consortium, and aims to create collaborations among NW5 Gender Studies undergraduate students; to strengthen and refine our course offerings to compare methodologies, texts, and structures for our Gender Studies courses; to brainstorm and compare ideas for "risky" pedagogy and other methods for teaching sensitive topics like gender and sexuality; to encourage and discuss faculty research on gender, especially with an eye to future collaborative efforts; and to consider how feminist and gender studies could reach into STEM fields, and to facilitate discussions among NW5 faculty members in these fields.

Visual Culture Colloquium
The colloquium aims to bring together students, faculty members, and a nationally renowned speaker for an exchange of ideas once a year. The colloquium will address visual culture as broadly encompassing work by any discipline that addresses issues of visual representation, including but not limited to art history, studio art, anthropology, film and media studies, gender studies, politics, race and ethnic studies, rhetoric, sociology, and theatre arts. colloquium will provide opportunities for greater collaboration between the respective institutions at both the student and faculty level, support cross-disciplinary inquiry, create a broader, more diverse sense of community among participants, introduce faculty and students to resources unique to each campus, offer an ideal venue for showcasing different models of faculty-student collaboration within different disciplines, and provide a professional forum for presenting student and faculty scholarship.

INTELLECTUAL PROPERTY GUIDELINES

Formed through a generous grant from the A.W. Mellon Foundation (Foundation), the mission of the Northwest Five Consortium (NW5C) is to enhance the student academic experience at our regional five liberal arts colleges (Lewis & Clark College, University of Puget Sound, Reed College, Whitman College and Willamette University) through enrichment and development of faculty as teacher-scholars. In service of this mission, the Consortium will provide the infrastructure to support collaborative efforts among its member institutions. The use of Intellectual Property generated through the collaborative work supported by the NW5C Implementation Grant focuses on the open access and sharing of information for non-commercial purposes.

The institutions of the NW5C own all data and intellectual property created by its faculty or staff (employees) within the scope of the NW5C project; no profit will be drawn from content created or developed through the NW5C project nor from individual projects supported by the NW5C Fund for Collaborative Inquiry (FCI) grants. Employees participating in FCI projects may choose to prepare articles for publication about their NW5C collaborative experience or outcomes, with appropriate acknowledgment for the support of the Foundation grant and any NW5C FCI project grants included in all articles and documents for publication and distribution.

These guidelines set forth the terms that govern the intellectual property created or developed in connection with or otherwise incorporated into the NW5C project. While the Foundation will not obtain ownership rights in such intellectual property, it requires the NW5C, its member institutions and employees to agree to these terms as a condition of the implementation grant, in furtherance of the educational, scholarly, and/or charitable benefit.

Definitions For the purposes of these guidelines, "Software" is defined as any computer programs, source codes, scripts, build files, object codes, machine codes, processes, inventions, methods, tools, techniques, program or system architectures, prototypes, and/or related documentation created or developed in connection with or otherwise incorporated into NW5C project work, including but not limited to any modifications thereto. "Grant Term" is defined as the period set forth in the Foundation's grant award letter, December 2011 through March 2016.

Open Source License The NW5C and its member institutions shall make software available on a royalty-free, open source basis, pursuant to an open source license located at www.opensource.org

Content of Software The NW5C Institutions and their employees shall incorporate in the Software only those digital products that are distributed and/or made available under an open source license that would allow the NW5C to distribute Software under the open source license referenced above.

Contributed Content Software content and services generated and made available through NW5C work supported by the Foundation implementation grant are solely for personal, non-commercial use; NW5C materials may not be reformatted, reposted or redisplayed for commercial purposes. The NW5C, its member institutions and their employees understand and agree that a third-party may, without consent, employ for personal use any contributed content. All Software and contributed content should be relevant to the scope and intentions of the NW5C project

Publicity The NW5C and its member institutions and their employees shall take proactive steps in publications and at conferences to inform the public of the availability of the Software on a royalty-free, open source basis in an open source repository such as SourceForge.net, on the NW5C website (nw5c.org), and/or on any NW5C project websites that are developed.

Publication Rights Data and intellectual property created from the NW5C project may be published by the Consortium institutions, the respective owners of that property. The NW5C member institutions and their employees must obtain permission to publish property not specifically belonging to them. NW5C member institutions' employees participating in Consortium initiatives or FCI projects may choose to prepare articles for publication regarding NW5C collaborative experiences or outcomes; appropriate acknowledgment for the support of the Foundation grant and any NW5C FCI project grants must be included in all articles and documents for publication and distribution.

Rights, Title, and Interest The NW5C represents and warrants that all Software created or developed by or for the NW5C will either be: (a) created by employees of the NW5C acting within the scope of their employment as a

"work made for hire" under 17 U.S.C & 101 and who have entered into signed, written contract assigning all other present and future right, title, and interest in such work to the NW5C institutions, or (b) created by contractors, consultants, advisors, students, or other collaborators with whom the NW5C and its member institutions have entered into signed, written contracts assigning all present and future right, title, and interest in such work to the NW5C and its member institutions.

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License to Software The NW5C, its member institutions, and their employees hereby grant the Foundation, and/ or a Foundation- designated nonprofit entity, a worldwide, perpetual, irrevocable, nonexclusive, royalty-free license to exercise all of its intellectual property rights (including sublicense rights through multiple tiers of sublicensees) in the Software for noncommercial educational, scholarly, and/or charitable purposes; provided however that the Foundation shall exercise its rights pursuant to the foregoing license only in the event that the Software is not made available under open source license referenced above by the end of the Grant Term or at any time thereafter for any reason, including as a result of termination of the grant to the NW5C. In the event that the Foundation exercises its license rights pursuant to this paragraph, the NW5C (a) acknowledges that the license to the Foundation shall, among other things, permit the Foundation to have the Software further developed and made available by a third party subject to the restrictions set forth in the license grant, and (b) shall cooperate with the Foundation, both during and after the Grant Term, to facilitate the transfer to the Foundation of such information (including without limitation computer programs, source codes, scripts, build techniques, program or system architectures, prototypes, and/or related documentation) as the Foundation may reasonably request in order to enjoy the license granted to it.

Maintenance of Software The NW5C agrees to maintain the Software that is in use at the NW5C and its member institutions, during the Grant Term, and for five years following the end of the Grant Term sufficient to provide users with a quality of service comparable to then-current standards in the software and online information provision industry. The NW5C shall make available any modifications, fixes, clarifications, revisions, or upgrades of the Software prepared in connection with such maintenance activities on a royalty-free basis and pursuant to the open source license established above during the Grant Term and subsequent five-year period.

Fees With respect to Software, to the extent that the NW5C, or any vendor appointed by the NW5C, charges any license or service fees for additional services beyond the specified Software to the nonprofit educational, scholarly, or charitable communities, the NW5C agrees to obtain the Foundation's approval for such pricing in advance of the initial for-fee offering (whether during or after the Grant Term) and in advance of any subsequent changes in pricing that occur during the Grant Term. Without in any way limiting the foregoing, the NW5C agrees that neither the intent nor the reasonable effect of charging fees for services would be inconsistent with NW5C's commitment to provide effective, free-of-charge versions of the Software.

Transfer and Assignment The Foundation reserves the right to approve, or withhold approval, in advance of any proposed transfer or assignment of the NW5C project (or any part thereof) or the Software, which approval will not be unreasonably withheld. The NW5C represents and warrants that any permitted assignment or other transfer of the NW5C project (or any part thereof) or the Software shall be subject to its representations, warranties, and obligations under this Agreement, and any purported assignment or transfer to the contrary shall be null and void.

Foundation Involvement The NW5C acknowledges and agrees that, to the best of its knowledge, the Foundation will derive no direct or indirect financial benefit from the NW5C project or the Software, and that the Foundation has no right or ability to supervise or control the implementation and uses of the NW5C project or Software (other than the right to approve pricing, transfer, and assignment as set forth above). In no event shall the Foundation or its officers, trustees, employees, or agents be responsible for any NW5C Project or Software, nor shall the Foundation be liable for any direct, indirect, special, consequential, punitive, incidental, or other damages related to the NW5C project or use of the Software by any person or entity, either during the Grant Term or thereafter. The NW5C shall be responsible for all damages arising out of the acts or omissions of the NW5C and its member institutions employees, contractors, consultants, advisors, students or other collaborators. The NW5C shall not make any statements, representations, or warranties, or accept any liabilities or responsibilities whatsoever, with regard to any person or entity that are inconsistent with any disclaimer or limitations specified in this agreement.

NW5C WEBSITE

Supported by a grant from The Andrew W. Mellon Foundation, NW5C faculty and administrators are involved in working together on shared programs and initiatives. The NW5C has developed a secure website for faculty and staff of consortium institutions which can be found at *nw5c.org*.

The NW5C website is a portal for discussion and resource-sharing as regional collaborative projects emerge. The site operates as an accessible library of posted information and ongoing conversations; the site functionality is expected to grow along with the consortium needs.

Within the NW5C website Programs, the Features menu offers tools to assist with communications and planning. NW5C members use Documents & Resources, Project Updates, and News & Announcement areas to post announcements and news, share resources, and provide updates. The new Forums menu is designed to host on-going conversations on topics of interest to registered site users.

All faculty are encouraged to become involved in the NW5C; we hope the NW5C website will provide capacity for faculty members to develop robust collaborative partnerships.

Getting Started

Faculty and staff within the NW5C are encouraged to login at *nw5c.org* to connect with colleagues on consortium campuses. The site has an automated login process; please use your work email address when creating your login to the site.

On display prior to login is the site's public view. If you had accessed or bookmarked nw5c.org in the past, you may need to reload the site to correctly view the updated site and begin the login process.

Currently the site is designed to function as a container as new inter-relationships are explored and developed. Once you've logged in, please consider either beginning or joining a discussion with regional colleagues by posting to a Forum or by sharing information via the Documents & Resources, or News & Announcements areas in Programs.

When adding a post, you will be directed to a form to create the title and content of your post.

From a drop-down menu you will then select the Program area where your post will appear (Features and Fund for Collaborative Inquiry are the two active Program areas to place postings.)
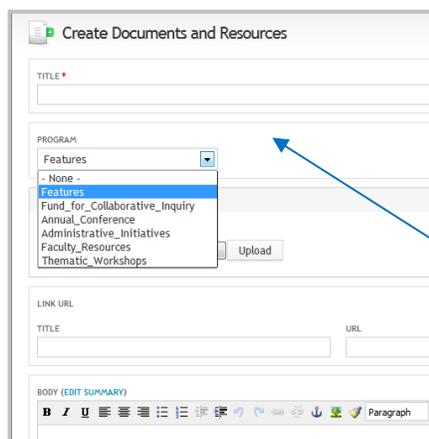
RESOURCES & CONTACT INFORMATION FOR NW5C PARTICIPANTS

NW5C Committee Members

NW5C committees include the five chief academic officers, the consortium staff, an associate dean from each institution, the corporate and foundation relations officer of each institution, and NW5C faculty members. The steering committee is responsible for planning NW5C programs and activities; recommendation of policies, practices, and budget to the Board of Directors; and oversight of proposals to support the consortium.

- Jerusha Detweiler-Bedell, Interim Dean, Lewis & Clark jerusha@lclark.edu
- Gary Reiness, Associate Dean, Lewis & Clark reiness@lclark.edu
- Erik Fast, Director Corporate & Foundation Relations, Lewis & Clark fast@lclark.edu
- Kristine Bartanen, Academic VP and Dean, Puget Sound bartanen@pugetsound.edu
- Sunil Kukreja, Associate Dean, Puget Sound kukreja@pugetsound.edu
- Jane Kenyon, Director Corporate & Foundation Relations, Puget Sound jkenyon@pugetsound.edu
- Nigel Nicholson, Dean of the Faculty, Reed nnichols@reed.edu
- Diane Gumz, Director Corporate, Foundation, & Governm't Support, Reed dgumz@reed.edu
- Kathy Oleson, Professor of Psychology, Reed koleson@reed.edu
- Patrick Spencer, Interim Provost and Dean of the Faculty, Whitman spencerp@whitman.edu
- Lisa Perfetti, Associate Dean, Whitman perfetlr@whitman.edu
- Rachna Sinnott, Director Foundation & Corporate Relations, Whitman rsinnotrs@whitman.edu
- Marlene Moore, Dean, Willamette moorem@willamette.edu
- Gretchen Moon, Associate Dean, Willamette gmoon@willamette.edu

NW5C Tech Team Liaisons

The Instructional Technology Liaisons provide support on technology tools, resources, and processes available to consortium faculty and staff relating to collaborative projects and shared program delivery.

- Trina Marmarelli, Reed mamaret@reed.edu
- Kelly Wainwright, Lewis & Clark kelly@lclark.edu
- Lauren Nicandri, Puget Sound lnicandri@pugetsound.edu
- David Sprunger, Whitman sprungde@whitman.edu
- Cheryl Cramer, Willamette cramerc@willamette.edu

NW5C Campus Ambassadors

The NW5C will launch a new initiative this year to identify consortial ambassadors on each campus. NW5C Ambassadors can provide their colleagues with detailed information regarding consortium resources, collaborative tools, and contact information. A list of 2014-15 Campus Ambassadors will be announced in October. If you would like to participate as an ambassador, please contact Carie Faszholz, at cfaszhol@willamette.edu.

NORTHWEST FIVE CONSORTIUM

Regional Collaboration in Liberal Arts Education

Lewis & Clark College
University of Puget Sound
Reed College
Whitman College
Willamette University

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NW5C VISION

With the generous support of The Andrew W. Mellon Foundation, Willamette University, Whitman College, University of Puget Sound, Reed College, and Lewis and Clark College have formed the Northwest Five Consortium (NW5C). Working toward the regular sharing of expertise and resources, the mission of the NW5C is to enhance the student academic experience at our five liberal arts colleges through enrichment and development of faculty as teacher-scholars. In service of this mission, the Consortium will provide the infrastructure to support collaborative efforts among its member institutions.

FUND FOR COLLABORATIVE

The Fund for Collaborative Inquiry (FCI) supports academic innovation through creative cross-institutional, faculty-initiated projects. Projects must involve faculty from at least two of the five colleges.

FACULTY WORKSHOPS

Past workshop programs have included facilitated collaborative working groups on grant proposal development.

ANNUAL CONFERENCE

The NW5C Annual Conference allows for the consortium member institutions to gather and reconnect in-person with regional colleagues.

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SPECIAL OPPORTUNITY IN DIGITAL HUMANITIES SUMMER OF 2015

Limited funding is available to support NW5C cross-institutional faculty teams to participate in Digital Humanities Summer Institute at University of Victoria in Summer 2015. More information is available at **www.dhsi.org**

NW5C project teams are invited to bring a prototype project to DHSI for an intense week of learning and relationship building, to benefit from a renown faculty development resource in our Pacific Northwest region.

The DHSI workshops fill early! Project teams should plan to submit digital-humanities-based project/ideas as one-page pre-proposal descriptions by November 2, 2014.

Further details on full-proposal development will be available in October from your Dean's area and from the NW5C office.