

INNOVATION OF THE YEAR AWARD

2009-2010

Guidelines and Procedures

Summary

The DCCCD is a member of a national consortium of community colleges known as the League For Innovation in the Community College. The Innovation of the Year Award, instituted by the League, recognizes college staff members who have designed and implemented a significant innovation.

Location Committees

The location Chancellor's Cabinet member will appoint a location selection committee.

The college committee is to be composed of the President of the Faculty Association (or a Faculty representative appointed by the President of the Faculty Association), the President of the Professional Support Staff Association (or a PSS representative appointed by the President of the PSS Association), and one administrator appointed by the College President.

The DO/DSC/LCET committees will be composed of two administrators appointed by the location Chancellor's Cabinet member and two PSS employees (the President of the location PSS Association and one other PSS representative appointed by the location Chancellor's Cabinet member.)

Calling for Nominations

Nomination material will be sent by the location committee to all full-time employees calling for nominations and giving the selection criteria.

Selection of the Location Winner

Once nominations are received, the committee will determine the location winner using the established criteria.

Submission Of Materials For District-Wide Award

By **Friday, November 6, 2009, 5 p.m.**, the location committees will submit the following materials to Dawn Segroves, District Human Resources, District Office for the District-wide judging process. The IOY awardee may be an individual or a team. If the location recipient is a team, please designate the name of a single individual to represent the team and also list all team members to be recognized.

1. A criteria summary form - The criteria form must be submitted electronically in Word or in hard copy according to the attached criteria summary format.
2. **There is a 130-word limit for each category.**
3. **A one-page resume, vita, or bio of the award winner**
4. **A one-paragraph description of the innovation**

Submissions are limited to the three items listed above in bold.
No other items/documentation will be considered for review.

Selection of the District-Wide Winner

The District-wide selection committee will be convened and the District-Wide Innovation of the Year will be selected. The District-wide selection committee is composed of the President of the Faculty Council, the President of the Professional Support Staff Executive Council, a representative designated by the Administrators Council, and a College President.

Recognition

Each location winner and the District-wide winner will be recognized at a reception in honor of all DCCCD awardees to be held in early Spring, prior to the location Conference Day celebrations. The Public Information Offices will publicize the name of the winners through location newspapers, staff newsletters, and appropriate suburban newspapers.

Each recipient/team will receive a \$1000 award from the respective college budget. The District-Wide winner/team will receive a plaque from the League office and will be funded out of Staff and Organizational Development in the amount of \$800 for attendance to a professional development conference. The name of the District-wide winner will be submitted to the League for Innovation and listed on a plaque displayed at the District Office.

INNOVATION OF THE YEAR

Quality

Students and/or staff agree that the innovation increases "quality" in the course, program, office, or institution. Evidence of quality may include student ratings or letters of support from colleagues.

Efficiency

There is evidence that the innovation or outstanding program contributes to a more efficient way of doing things. Student ratings, perceptions of outside consultants, and pre- and post-comparisons of time involved are examples of evidence.

Cost Effectiveness

There is evidence that the innovation adds a value to the institution while at the same time containing or reducing costs. Cost data will serve as evidence.

Replication

The innovation selected can be replicated at other institutions with a minimum of difficulty. The description of the activity should include any conditions necessary for replication.

Creativity

The selected innovation should be as original as possible or the adaptation should be creative. Descriptions of programs or letters from experts are examples of evidence.

Timeliness

The innovation selected should not be more than five years old in the institution, but it must have existed long enough to have been tested so that it meets most of the criteria.

INNOVATION OF THE YEAR

LOCATION:			
TITLE OF INNOVATION:			
TEAM LEADER:		PHONE:	
TEAM MEMBERS:	(LIST ALL INDIVIDUALS TO BE RECOGNIZED)		
Quality: (130 words)			
Efficiency: (130 words)			
Cost Effectiveness: (130 words)			
Replication: (130 words)			
Creativity: (130 words)			
Timeliness: (130 words)			
Nominated By:			
Date:			

Note: Party/parties nominating individuals must strictly adhere to the maximum word limit for all categories listed.