

Request for Online Course Development Proposals

Fall Semester 2009

General Information:

The Technology Assisted Curriculum Center (TACC) is pleased to announce the availability of online course development awards, to be allocated to academic departments or programs.

Eligible Applicants

All colleges, departments, and faculty (including adjuncts, Teaching Assistants, and Teaching Fellows) of the University of Utah are eligible to apply. Graduate Assistants, Teaching Fellows, Non-tenure track and visiting faculty should provide a letter from the Department Chair documenting plans for assuring continuation of the course

Funding

Funding priority will focus on proposals from departments or programs leading to a complete collection of courses that would allow a student to earn a degree or certificate online (award amount up to \$20,000). Proposals to complete such programs should be submitted as a single proposal covering all courses requesting development funding. Secondary funding consideration will go to individual course development proposals (award amount up to \$5,000).

Grant funds may be used for release time for instructors, additional compensation for faculty and/or stipends for student assistants involved in preparing online courses under the direction of a faculty member. Funds may also be used for training and development events directly supporting the development of an online course. All expenditures should be justified in the proposal budget.

Required Proposal Approvals

Proposal developers should schedule a consultation with a TACC instructional designer prior to proposal submission. Department Chair and Dean approval are required before a proposal will be considered

Pre Submission Consulting & Submission Deadline: November 16

Prior to the submitting a proposal, applicants should contact TACC at 801-585-0536 to schedule a brief proposal consultation with Cory Stokes (TACC Director), Joseph Buchanan (TACC Associate Director) or Dr. Qin Li (TACC Instructional Design Lead).

Proposals should be delivered as a PDF document, along with one signed paper copy to:

Joseph Buchanan (joseph.buchanan@utah.edu)

Marriott Library TACC

1705 Marriott Library

University of Utah, Salt Lake City, UT, 84112-0860

Proposal Review

Members of the Faculty Senate Committee for Technology Enhanced Curriculum (CTEC) will review proposals. Funding decisions are expected to take place by mid November.

Intellectual Property Rights

The University of Utah encourages and upholds the ownership rights associated with the preparation and publication of copyrightable works. As the policy and procedures manual makes clear, "the University transfers to the Creators any copyrights that it may own in a traditional scholarly Work created by University faculty members that result from teaching, research, scholarly or artistic endeavors, regardless of the medium in which the Work is expressed, unless the Work was developed with substantial use of university resources and commercial use is made of the Work"(<http://www.admin.utah.edu/ppmanual/6/6-7.html>). Where substantial institutional resources are involved the University of Utah does claim copyright ownership and/or distribution rights to the resultant courseware programs, courses, or modules. In these cases, the author(s) and developer(s) will share in any royalties that accrue from the use, sale or lease of such material as agreed through execution of the appropriate copyright/license documents.

Please note: a TACC Fellowship and use of the Technology Assisted Curriculum Center resources does not in and of itself constitute "substantial use of University resources."

Proposal Submission Guidelines

Contents

Each proposal should include:

1. Cover Page (form attached)
2. Budget Summary (1 page maximum)
3. Project Description (4 pages maximum)
4. Biographical Sketch (1 page maximum)

Format:

All proposals must be double-spaced (except the Cover Page and Budget Summary forms), with one-inch margins, typed in a minimum 12-point type size. The paper copy should be printed on only one side and signed by the faculty members, Department Chair and Dean. An electronic copy must be provided in PDF format. Failure to conform to the proposal format requirements may result in disqualification of a proposal.

Cover Page

One completed cover page is required, with the signatures of the Proposal Applicant's Department Chair and Dean. By signing, the Department/College takes responsibility for project management and administration of the project funding procedures. The abstract may be entered in single-spaced format. It should clearly state the objectives, methodology and significance of the project.

Budget Summary (1 page)

A completed budget summary is required. The summary should reflect major expenditures expected for the project. Funding and in-kind contributions by the department or college should be included and designated as such. All money will be distributed to departments, not individuals. No indirect costs will be funded.

Project Description (up to 4 pages):

Background and justification including:

- An overview of the online certificate, degree program or course to be offered and the expected benefits for students and the department.
- An instructional design and development plan including:
 1. Defined objectives (competencies) students should have upon completing the course
 2. A description of how competencies will be assessed
 3. A description of how you will present the concepts/topics supporting each objective
 4. A description of the assignments used to help students work toward the stated objectives
- Media, software and technology requirements
- An evaluation plan describing measurement of course outcomes and criteria for the overall success of the project. Examples include:
 - Comparison of student performance in online course & concurrent traditional course
 - Peer review of teaching effectiveness
 - Student evaluations of teaching

Biographical Information (1 page)

Short biographical sketches for the primary participants should be included. The sketch may include: academic degree(s), employment history, honors, funded teaching grants, curriculum development experience, teaching experience and experience using technology for these endeavors.