2018 Missouri S&T Provost's eFellows Program:
Course Development for eLearning
Request for Proposals
Due *June 1, 2018*

Goals of the eFellows Program:
- Increase the number of quality blended and online courses at Missouri S&T.
- Implement technology that supports learning using best practices in course design.
- Improve student learning as measured by accreditation outcomes (HLC, ABET, etc.).

Request for Proposals

The Missouri University of Science and Technology is requesting proposals for eLearning course development through the Provost's eFellows Program. This program is designed to support the educational mission of the S&T.

Eligible Applicants

All faculty and instructors (including staff with teaching duties) from any department of the Missouri University of Science and Technology are eligible to apply. Instructors who are a graduate student or a postdoctoral fellow are eligible with a full-time faculty partner.

Funding

Successful proposals for 'whole course' design/redesign may receive awards up to $5,000 per course, or $7,000 for a lecture and lab full redesign.

Requirements

1. To receive disbursement of funds, successful awardees will need to complete the following:
   a. Attend Building Blocks for Course Design Workshop.
   b. Meet with instructional designers (approximately twice per month)until the project is complete.
   c. Participate in EdTech Mid-Semester Feedback Data Collection.
   d. Participate in classroom observation such as through The Teaching Partners Program.
   e. Attend at least one CAFE/CERTI/EdTech event each semester.
   f. Implement technology that supports learning using best practices in course design.

   Once specific milestones are identified and a project timeline is

completed, funds will be transferred to the appropriate MOCODE.

2. A final report will be submitted after completion of the milestones identified in the project timeline.
3. Present and share redesign challenges and successes at a professional conference such as Missouri S&T's annual Teaching and Learning With Technology Conference (in mid-March).

If the redesign project isn't completed according to the *Missouri S&T Design Guide* according to the approved project timeline, funds will need to be returned.

Strong preference will be given to proposals that are partially or fully matched by one or more departments. Match can be in dollars, release time, or other means. Additional preference considerations will also be given to any of the following:

- Lecture/Lab Alignment
- Courses including distance sections
- Projects building upon the work of previous eFellows which use those eFellows as eMentors.

Approval and Support of Department Chair
Faculty should work with their department chair to ensure that the project is consistent with department and campus priorities. Approvals from all applicable department chairs and program heads are required before a proposal will be considered. Approval by department chair indicates ongoing support of project (course redesign) long term (i.e. normally 3 semesters of the course being taught). Faculty should meet with an instructional designer from Educational Technology prior to submitting the proposal to discuss project development plans.

Criteria for Evaluation
In addition to the conditions stated above, proposals will be selected based on the following criteria. With regard to each criterion, expectations for projects will vary depending on the nature of the course or program and the level of experience of the participants. It is anticipated that not all funded projects will meet each of these criteria (listed in no particular order).

- Evidence that the project will enhance teaching and learning
- Commitment of funds or other resources from the department

- Strength of project team (e.g., course development expertise, use of educational technology, student-centered learning, commitment to excellence in teaching)
- Number of students impacted
- Evidence that success can be expected
- Increased efficiency in the use of faculty and/or staff time as well as facilities (classroom/lab space).
- Increased efficiency of scheduled classroom space
- Collaboration with other departments or campus
- Project is part of a plan to redesign a sequence of courses, degree or certificate program

PROPOSAL APPLICATION GUIDELINES:

Cover Page
Include the names and signatures of all participating faculty, department chairs, program heads, instructional designer, and CIO (as needed). **Department chair signature signifies agreement to provide any department funds as described in the project budget.**

Abstract
Provide a brief project overview, including the objectives of the redesign project.

Biographical Information
Provide brief biographical sketches for the applicant and other major co-developers. As applicable, include curriculum and course development experience as well as experiences with instructional technology.

Budget Summary
Provide a one-page, tabulated budget summary, including an explanation of the sources of all funds and the major expenditures expected for the project. No indirect costs will be funded. Examples of acceptable use of funds include a stipend for course development, travel to conferences, and technology tools necessary for their redesign.

Project Description
The following sections should be included in the project description:

- Course/program description(s) and goals
- Project Timeline
- Evaluation Plan

- Technological Requirements
- Enrollment Projections

In accordance with the best practices in course design, a custom rubric (The Missouri S&T Design Guide) was created by experienced designers and faculty especially for instructors at Missouri S&T who are undertaking a course design or redesign. As you work with an instructional designer please pay attention to the course design guidelines and use them as a tool to help you achieve your course design and development goals.

2018 Missouri S&T Provost's eFellows Program Application

Title of the project:

Principal course developer:

Co-Principal course developers:

Additional instructors:

Funds requested:

Matching department funds and source:

Total costs of proposed project:

Signatures of all participants:

_____

_____

_____

_____

Approval signatures of department chairs and program heads (including supervisor for staff with teaching duties). Signature of participating instructional designer(s) from Educational Technology. If currently unsupported hardware or software is requested as part of the proposal, include the signature of the campus CIO.

Signatures and titles:

_____

_____

_____

_____

Please initial beside the lines that best describe your (department chair) commitment.

_____ Redesigned course will continue to be taught by applicant

_____ Redesigned course will be taught by others in the department

_____ Other - _____

_____ I agree to provide _____ of matching funds.

1. **Abstract, objectives and significance of project** (1 page)

    - *Overview of Project.* Provide an overview of the project, including course structure, and how students, the department, degree program, or campus will benefit from the project or how the project will generate net new enrollments. Designate the lead faculty member(s).

    - Redesign Goals

2. **Biographical information for participants** (no more than one-half page each)

3. **Tabulated budget and description of budget items** (1 page)

4. **Project description** (3-page limit)

    Include:
    - *Course/Program Description(s) and Design Goals.*
        - Describe the course structure and delivery method (blended, online, distance, face-to-face)
        - Explain why the course is being redesigned/aligned

    - *Project Timeline.* Provide a timeline for completion of the project, including project milestones. An instructional designer should review the course development plans to ensure timelines are realistic and attainable. Designers are available from S&T Educational Technology in 102 Centennial Hall.

    - *Evaluation Plan.* Provide an evaluation plan describing measurement of outcomes and criteria for the overall effectiveness of the project.

    - *Technological Requirements.* Provide media, software, and technological requirements needed to complete the project. Include description of the expertise of participants and the available resources. Describe expertise and media as well as software and technology needed to complete project, using presently available tools where applicable. An instructional designer can also assist with this step.

    - *Enrollment Projections.* Estimate the enrollment in the course during the first three offerings of the course and include justification for projection based on a simple market analysis.

5. **Attachments** as needed to support proposal.