

THE TRUMAN INSTITUTE

Summer 2013 Incentive Grant Application



Request for Proposals Summer Session Online Course Incentive Grants

Trends in the educational marketplace – including here at Truman – demonstrate the emerging significance of online courses as the preferred alternative for many students taking summer classes. While not all disciplines lend themselves to online instruction, students frequently hold summer jobs, are engaged in off-site internships, or simply want the convenience of living at home during the summer. Still others, while remaining in their college community, desire the ability to make productive use of their summer leases – holding jobs while simultaneously pursuing Truman-quality coursework in a more flexible environment. A goal for Truman's summer session is to expand the number of online course offerings – strategically selected to fill the greatest student needs. **Our hope is to position Truman's summer session to offer at least one course in each discipline – where appropriate pedagogy allows – within the next few years.**

Proposals Sought:

- **Online Course Incentive Grants:** The Truman Institute, acting on behalf of the University's Summer Session, seeks proposals aimed at redesigning **existing courses** fulfilling requirements in the Liberal Studies Program (LSP) for which high demand can be reasonably predicted based on a sound needs assessment. The essential requirement of these redesign plans is that they create **fully online** courses where such offerings presently do not exist, and that they fill those courses with content richly reflective of the best practices for online teaching and learning, fully utilizing the potential of new technologies.
- **Note:** Because the number of online JINS courses currently available for use is significant, we will not be considering new JINS courses for this grant opportunity. We also will not be considering new courses for inclusion in the LSP.

Awards Available: The Truman Institute will be managing a fund designed to make **up to** 10 awards for the summer of 2013. Each grant will provide:

- An appropriate stipend for the successful completion of online course training, as provided by Learning Technologies (Instructional Design), or other alternatives as designated by the Provost (provided such training has not already been completed by the recipient).*
- \$1000 as an initial outlay at the beginning of the grant period in May.
- \$1000 upon successful completion of the course redesign, which should be completed and reviewed no later than August 9, 2013. Completion must include:
 - evidence of *completed* online course training.
 - a detailed syllabus and a completed course update form for submission to faculty governance.
 - a complete online course shell, including course content, exercises, and assessments, which is substantially ready for deployment as a course.

*Instructors choosing to develop an online course will be required to participate in an appropriate online teaching certification program. The Truman Institute will pay the stipend for completion of the training course, which may vary by format, but should not exceed \$250. Individuals who have already been certified as online instructors are not eligible for this extra compensation.

Grant Period: Grant recipients will be expected to be working on their grants from the conclusion of the Spring Semester courses in May, 2013 through August 2, 2013. A one-page progress report will be due on July 1 and a final report of grantee activities for the summer will be due no later than August 9, 2013. The grant is designed to support the *complete preparation* of the course for deployment during the summer 2014 such that time during the regular

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academic year *should not* be required to develop the course. *Successful completion of the grant will be assessed based on whether the course is substantially complete and ready for release to students at the completion of the grant period.*

Eligibility: Grant recipients must be current Truman faculty or teams of faculty, staff, and students. Teams may split money allocated for salary, but may not exceed the total amount of money budgeted for an individual grant. Salary and benefits do not count toward the grant total. **Faculty must make the grant a major focus of their summer activities.** It is recommended that faculty be teaching no more than one course during the grant period. They may not hold concurrent appointments in JBA, STAPH, SPECTRA, Math-Bio, or similar summer programs *unless approved by the supervising administrator*. Faculty who intend to hold additional appointments during the summer should address their planned allocation of time during the grant period in their application keeping in mind that the objective of the grant is to avoid faculty having to prepare online courses during the regular academic year. In order to encourage more faculty to develop courses, applications from faculty who did not receive grants in the 2011-2012 summer incentive grant cycle, and who have meritorious proposals, will be given priority in selection for awards. Proposals from departments which are not currently active in offering online courses are encouraged.

Submitting a Proposal: Individuals or academic units interested in submitting proposals should follow the instructions in THIS PACKET. Proposal forms on the Truman Institute website are designed for proposals coming from outside of the current grant framework and should not be used for these proposals. A complete proposal should be submitted to:

The Truman Institute
Baldwin Hall 110
Or kminch@truman.edu

Upon receipt of the proposal a confirmation e-mail will be sent to the Principal Investigator.

Review: The firm deadline for applications in January 18, 2013 at 5 PM. Applicants seeking an online course redesign grant should design their proposals on the assumption that their courses would launch in Summer 2014 and that the courses will be *substantially complete* by the conclusion of the summer grant period. Proposals will be considered by the Truman Institute Intake Committee based on the criteria described below.

Under certain circumstances, courses undergoing redesign must then be approved by the appropriate faculty governance bodies or specific committees. **Faculty should consult with their home departments to ascertain whether the department supports the intended course before applying for the grant.** A department chair's signature, as well as that of the faculty member's dean, is required. The review committee will not fund proposals for which there is no evidence of departmental support. Implementation is dependent upon appropriate approvals, available funding, and staffing at the time of implementation. Successful completion of a grant project does not necessarily guarantee a salary, a particular timetable for scheduling, or future employment. Applicants are encouraged to develop their proposals in the spirit of entrepreneurship and innovation.

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Criteria for Evaluation:

Proposals will be evaluated competitively, using the following criteria to rank proposals.

Criterion	Points
A demonstrated need among potential educational consumers – particularly in summer session. The applicant should discuss factors such as previous enrollments of the course in its regular classroom setting, potential markets at other campuses, attractiveness to pre-college or non-traditional/non-degree seeking audiences, etc.	20 points
Potential for substantial revenue generation, increased and stable enrollments from Truman students, and recruitment of non-degree seeking students from outside of Truman. The Committee will want to be certain that the investment in course development will yield a <i>sustainable</i> increase in enrollments both from inside and outside the University.	25 points
Demonstrated awareness and/or knowledge of best practices in course or program design, including adherence to applicable copyright laws, incorporation of technology, reasonable timelines for course development, appropriate expectations for student involvement, and adaptability to the needs of students with disabilities. Where the instructor is new to online instruction, the Committee will want to see evidence that the applicant has done preliminary research on the techniques of online instruction and is aware of the pedagogical challenges presented. Discussion of tools and techniques the instructor might like to deploy is helpful.	20 points
Overall persuasiveness of the project narrative.	15 points
Effectiveness at leveraging, enhancing, or supporting external partnerships with business, charitable foundations, government, or K-12 schools that might utilize online courses to support their training efforts. Some applications may not lend themselves to these benefits, but the applicant should consider identifying such opportunities <i>if they exist</i> .	5 points
Potential for content to appeal to audiences in major metropolitan areas of Missouri. Applicants may wish to view the websites of colleges and universities in Kansas City or St. Louis to assess whether there are gaps in offerings in those regions that might be exploited. Typically, LSP courses are widely transferrable, but some courses present more demand than others due to a lack of online equivalents on other campuses.	5 points
Faculty qualifications for instruction of the proposed content.	5 points
Clarity of the proposal and adherence to grant guidelines.	5 points

Note Regarding Prior Proposals: Individuals who have previously shared ideas or informal proposals with the Institute staff but whose proposals have not been funded, or are not currently in development, may apply for these grants. Programs already in development by the Institute are not eligible for funding under the terms of this program.

Questions?: For answers to questions about this request, please consult the FAQ section on the Institute forms page or call Kevin Minch at 785-5384.

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Content of Proposals:

Applications must include the following items:

1. A cover letter (no more than one page) which briefly describes the nature of the course, the target audience, the suitability of the course for online offering, and the course's position in the educational marketplace. The letter should affirm that the faculty member is available to teach the course in 2014 and that the proposed course has departmental support.
2. A completed application form with the signature of the applicant's *Department Chair and Dean*.
3. A project narrative (**no more than** three pages, double-spaced) addressing each of the following:
 - a. Nature of proposed summer work (What will you be working on? Are you starting from scratch, or adapting something that's already had some development work?)
 - b. The target audience, audience need, and the audience's interest in the subject matter
 - c. Appropriateness of the course for the online mode of delivery.
 - d. Potential for revenue generation, brand enhancement, and/or new student recruitment.
 - e. Proposed use of assessment to evaluate course effectiveness.
4. Budget (No more than one-half page.)
 - a. Course development budgets generate automatic amounts for stipends and are assumed without a budget narrative. However, if applicants prefer to reallocate funds to other costs, or to divide costs between multiple applicants, such requests should be detailed here.
 - b. Course development proposals should **include** (if applicable) a budget containing any anticipated costs the Truman Institute would need to incur DURING IMPLEMENTATION (e.g.: after the grant) to successfully mount the course, including equipment, special materials, student help, course design resources, unique marketing needs, etc. If there are no such costs, the applicant can simply include a sentence indicating that there are "No significant anticipated implementation costs."
5. Curriculum Vitae of the applicant or applicants.
6. A timeline describing work to be completed during the summer and benchmarks for evaluating completion of work objectives. (No more than one page.)

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Lead Applicant Name: _____			
Partnering Applicants: _____			Academic Unit of Lead _____
Contact E-Mail: _____		Contact Phone: _____	
<input type="checkbox"/>	Summer School Online Course Incentive Grants		
LEAD APPLICANT SIGNATURE: _____		DATE: _____	
PARTNERING FACULTY/STAFF SIGNATURE: _____		DATE: _____	
PARTNERING FACULTY/STAFF SIGNATURE: _____		DATE: _____	
APPROVING CHAIR: _____		DATE: _____	
APPROVING DEAN: _____		DATE: _____	
RECEIVED BY TRUMAN INSTITUTE: _____		DATE: _____	

Please attach required elements, as detailed in the Request for Proposals to this form and submit it to the Truman Institute prior to the indicated deadline.