2016-17 Faculty Development Grant Opportunities 
to Support Online Teaching at Bradley University

Co-Sponsored by the Office of Summer and Interim Sessions 
and the Center for Teaching Excellence and Learning (CTEL)

The Office of Summer and Interim Sessions and Center for Teaching Excellence and Learning (CTEL) are collaborating to promote faculty development in online teaching. Through this collaboration, two grant opportunities are available to faculty who wish to develop their expertise in teaching in an online environment.

**Option 1: Online Course Design Institute**

**Eligibility**: Bradley faculty members, with basic Sakai skills, who consider themselves new to online teaching.

**Description**: Selected faculty will participate in the Online Course Design Institute (OCDI), a four-day workshop for faculty who wish to learn how to develop an online course. Faculty participants will be introduced to the eight Quality Matters (QM) standards of quality course design and incorporate these principles as they learn to design and develop their online courses. On day one, faculty will complete the Quality Matters course “Applying the QM Rubric.” The remaining three days they will learn about course development practices as well as available technology and will apply theory to practice as they start to build out their online courses. Faculty who participate in the institute will be expected to teach their course online during Summer Session II 2016 or during January Interim 2017. The Institute instructor is Barbra Kerns, Director of CTEL’s Division of Instructional Design and Learning Technologies.

**Dates**: The Online Course Design Institute will be offered May 16 – 19, 2016.

**Stipend amount**: $3,000 A maximum of ten grants will be awarded.

**Deadline to apply**: February 1, 2016

**Option 2: Online Course Improvement Workshops**

**Eligibility**: Bradley faculty members who have experience in online teaching but who have not participated in the Online Course Design Institute.

**Description**: Faculty participants will be introduced to the eight Quality Matters standards of quality course design by completing the one-day “Applying the QM Rubric” course during spring break and then participating in two half-day workshops to revise their existing online course. During the half-day workshops, participants will be expected to discuss their initial and revised course with a reflection on the enhancements. Faculty who receive the grant will be expected to teach their course online during Summer and Interim sessions 2016 or during January Interim 2017.

**Dates**: March 18, 2016 (full-day workshop); April 1 and April 15, 2016 (half-day, afternoon workshops)

**Stipend amount**: $1,000 A maximum of ten grants will be awarded.

**Deadline to apply**: February 1, 2016
Grant Guidelines

- Awards will be made to faculty whose courses are appropriate for online delivery and show promise for high enrollment.
- Selected courses must be delivered online so that students taking May or Summer 2016 courses or January Interim 2017 courses are not required to come to campus to complete their courses.
- Selected courses will show great promise for off-campus enrollment of current Bradley students who are planning not to enroll in an on-campus Bradley summer or interim session course.
- Selected recipients will be awarded a stipend in addition to the compensation for teaching the course. Summer and interim compensation policies remain unchanged.
- Participants agree to follow Bradley University’s “Policy for On-Line Education” as outlined in the Faculty Handbook in pages 68 -70. Intellectual Property policies also include online courses, as noted on page 190 of the Faculty Handbook.
- Individuals selected for the awards will be required to use Sakai courseware for course delivery.
- Recipients agree to work with Instructional Design & Learning Technologies (IDLT) staff to appropriately design their course to accommodate the delivery media of the internet and Sakai.
- Marketing initiatives, while executed by the Office of Summer and Interim Sessions, will require recipient support and guidance in identifying potential students and approving associated publicity.
- Courses must be conducted and concluded during the May or Summer terms of 2016 or January Interim 2017.
- Recipients will allow the Office of Summer and Interim Sessions to design and administer an evaluation instrument to students that provides assessment information about the online medium and its effectiveness. Evaluations will be viewed and summarized by the Office of Summer and Interim Sessions and shared with the Center for Teaching Excellence and Learning, the Office of the Provost, and the faculty of record.

Application Procedure

- Complete and return the attached application form.
- Provide a 2-5 page (maximum) narrative describing the proposed course, including the following information:
  - A description of your experience developing, delivering, or teaching an online course;
  - A detailed statement that addresses how the course is appropriate for online learning;
  - A detailed description of the instructional strategies to be incorporated in the course, and how these differ from the strategies typically employed in the classroom;
  - A statement of the expected enrollment in the course;
  - A description of the methods of assessment of student learning.
  - Recommendation statements from the Chairperson and Dean (use attached application)

Please deliver one original and three copies of the proposal to Carla Montez, Office of Summer and Interim Sessions, by February 1, 2016. Applicants will be notified of the outcome of the review in mid-February, 2016. Recipients will be chosen as a result of the successful completion of the application process as determined by a proposal screening committee.
Online Course Development Grant Application

Please provide one original and three copies of this application and of your narrative.

Which grant are you requesting?
_____ Option 1: Online Course Design Institute ($3,000)
_____ Option 2: Online Course Improvement Workshop ($1,000)

Applicant Information

Applicant Name: __________________________________________________________
Applicant’s Department/Division: __________________________________________
Which of these describes your current level of knowledge of online technology?
___Novice   ___Some experience   ___Competent    ___Expert

Course Information

Course Number ____________________________________________________________
Term in which the course is to be delivered:
___16 May I   ___16 May II   ___16 Summer I   ___*16 Summer II   ___*17 January Interim
*Applicants of Option 1 will be expected to teach their online course during Summer Session II 2016 or January Interim 2017.

Applicant Signature: _______________________________________________________
Date: ____________________________________________________________________