2015-16 ONLINE COURSE DEVELOPMENT GRANT OPPORTUNITIES

Applications due February 20

ONLINE COURSE DESIGN INSTITUTE

Two Institutes!

May 18-21, 2015 or August 3-6, 2015

The Center for Teaching Excellence and Learning (CTEL) will offer on-campus institutes for faculty who wish to learn how to develop an online course or improve their skills in developing, delivering, and teaching an online course. The Office of Summer and Interim Sessions will provide faculty participants with a $3,000 stipend.

Each Institute requires a minimum of five participants.

The Institutes will be taught by Barbra Kerns, Director of CTEL’s Division of Instructional Design and Learning Technologies. On day one, participants will be introduced to the eight QM Standards, with a focus on learning objectives, alignment, and course organization planning. Over the next three days, participants will create modules, share their course designs, and review digital best practices and best practices for Sakai, Copyright, Video Capture, Forums, Wikis, Blogs, Turnitin and more.

ONLINE COURSE DEVELOPMENT GRANT GUIDELINES

$2,000 STIPEND

Funds are available to provide $2,000 stipends for a maximum of five faculty who wish to develop a course for online delivery during the May or Summer 2015 or January 2016 terms. These awards have been created to increase enrollment in May and Summer terms, to enable students and faculty to develop expertise in the discipline of virtual teaching and learning, and to retain ties between the University and its students over the summer months. Apply by February 20, 2015.

QUESTIONS?

Janet Lange, x2374, lange@bradley.edu
For questions about the grant process, application, or Summer and Interim Sessions

Barb Kerns, x 2332, brk@bradley.edu
For questions about the Online Course Development Institute, Sakai, or teaching and learning online

APPLY BY FEBRUARY 20, 2015
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 by distance means so that students taking May or Summer courses are not required to come to campus after the end of spring semester 2015.
- 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 session course.
- Selected recipients will be awarded a stipend in addition to the compensation for teaching the course. Summer compensation policies remain unchanged.
- Participants agree to follow Bradley University’s “Policy for On-Line Education” as outlined in the Faculty Handbook in pages 67-70. Intellectual Property policies also include online courses, as noted on page 189 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 Continuing Education, 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 2015 or January 2016.
- 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 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 Janet Lange, Office of Summer and Interim Sessions, by February 20, 2015. Applicants will be notified of the outcome of the review in mid-February 2015. 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(s) are you requesting?

_____ Online Course Design Institute ($3,000)
   Note your first and second choice below.
   _____ On campus, May 18-21, 2015
   _____ On campus, August 3-6, 2015

_____ Online Course Development Grant ($2,000)

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:
   ___15 May I   ___15 May II   ___15 Summer I   ___15 Summer II   ___16 January

Applicant Signature: ________________________________________________________
Date: ___________________________________________________________________

Please return the completed application and narrative to
Janet Lange, Office of Summer and Interim Sessions, by February 20, 2015
Chairperson/Director Comments (below or in attachment)

Chairperson/Director Signature

Date

Dean Comments (below or in attachment)

Dean Signature

Date

Please return the completed application and narrative to Janet Lange, Office of Summer and Interim Sessions, by February 20, 2015