NEW ONLINE PROGRAM DEVELOPMENT

REQUEST FOR PROPOSAL

SOUTHERN ILLINOIS UNIVERSITY
EXTENDED CAMPUS

SIU EXTENDED CAMPUS
NEW ONLINE PROGRAM DEVELOPMENT
Funding Application Guidelines
Introduction
Funding for Distance Education New Online Program Development will be provided by SIU Extended Campus for the creation of new online programs.

The focus will be on funding the creation of professional development sequences (PDS), certificates, and undergraduate/graduate degree programs. Funds requested may include salary and related OTS.

Note: (As defined by the IBHE, a PDS is a focused collection of 3 to 5 courses that are not part of a degree. A PDS is generally designed to meet the skill and knowledge needs of professionals in the discipline. A PDS is not to be confused with a certificate, which is a formal award certifying the satisfactory completion of a postsecondary education program.)

Note: Faculty are responsible for submitting necessary forms for new programs and program changes to the Office of the Associate Provost for Academic Programs. Ideally, these forms should be submitted at the same time as this proposal.

Eligibility
All faculty members within SIU are eligible to apply.

Interested faculty must meet with an Instructional Designer from the Center for Teaching Excellence (CTE) and complete the SIU Online Development Speed Course prior to receiving funding.

Training & Development Resources
To access the SIU Online Development Speed Course, Quality Online Course Checklist, and other helpful resources, visit the following website by the Center for Teaching Excellence: http://cte.siu.edu/idblog/instructor-resources/online-kit

Fundable Activities
This application is for full programs only. For individual course development requests, please use the Online Course Development application located at extendedcampus.siu.edu/faculty-support

This initiative is to provide development funding for online programs with a focus on professional development sequences, certificates, and full degree programs. Funds requested may include salary and related OTS. All expenses must be justified in the budget narrative.

I. The distribution of funding incorporates a phased approach. Depending upon the amount requested, it is possible for funding to spread across multiple fiscal years. This is helpful for program development planning and provides a longer window for progress to be monitored with adequate attention given to developing quality courses. In all cases faculty compensation will be divided into two payments. One half of the approved salary will be paid at the beginning of course development and the second will be paid when the course is complete and reviewed and approved by CTE. If faculty is responsible for developing more than one course, first and second payments will correspond with the course development sequence, which should be included within the program development plan.
Expenses the award will cover

- Faculty/Instructor compensation for online course development. Salary requested may include up to one month of salary for the faculty member developing the course as well as a maximum of $250.00 OTS per course for faculty member developing the course and their department. (e.g. 1 course equals $500.00 of OTS; $250 for faculty member and $250 to department.)
- Compensation for student assistants involved in developing an online program

Note: Faculty needs to clearly understand that the final payment is contingent upon completion of the development of the course on SIUonline (also referred to as D2L, Brightspace) and upon review and approval by the Center for Teaching Excellence.

Expenses will not cover

- Development of courses that are not part of a PDS, certificate or degree program to be offered to distance students.
- Development of online courses that expand an existing distance program without providing a new program option.
- Services or software readily available on campus.

INTELLECTUAL PROPERTY

Online programs developed with funds from SIU Extended Campus must be in compliance with University intellectual property policies and relevant copyright usage laws and standards. Intellectual property policies are available from the Office of Sponsored Projects and Administration.

DISABILITY ACCOMMODATIONS

It is the policy of Southern Illinois University to comply with the provisions of Americans with Disabilities Act, 42 U.S.C.A. Section 12101, et seq. (“ADA”). The ADA prohibits discrimination against qualified individuals with disabilities on the basis of their disability. The ADA provides, in part, that “no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs or activities of a public entity, or be subjected to discrimination by any such entity.” All applications submitted must provide verification that the program’s courses and educational materials developed will be compliant with the ADA requirements. Southern Illinois University Web Accessibility Guidelines can be found at: http://webservices.siuc.edu/accessibility/
SUBMISSION AND REVIEW SCHEDULE

APPLICATION REQUIREMENTS

All applicants are required to submit a narrative following the guidelines listed below to:

SIU Extended Campus, Executive Director, 850 Lincoln Dr., NW Annex Room 135.

Narratives should be no more than 5 pages. Applications will be reviewed by the Distance Education Council.

Include the following elements in your proposal:

I. Statement of Commitment - Statement signed by the department chair and the dean acknowledging their commitment to offer the proposed program.

II. Project Overview, Budget Justification - Submit a description of the program that includes:
   a. Description – Describe the program and courses included. Include rationale describing anticipated new enrollment and educational benefits. Include a draft syllabus of all courses in the program.
   b. Target Audience - Indicate the intended known audience and market for the program.
   c. Project Team - Identify faculty who will develop the program for students at a distance. Indicate whether additional support staff, including graduate assistants and student workers, will be required for development.
   d. Consultation with CTE - Provide verification that the project team/faculty member has contacted the Center for Teaching Excellence to initiate consultation with an Instructional Designer about the creation of online programs. Verification of completion of the Online Development Speed Course of each faculty member must be included. Continued consultation with CTE must be apparent in the planning stages and project timeline.
   e. Planning Stages - Include a work plan and timeline for development and completion date of the proposed activities and related tasks. Timeline should include the first semester the proposed program will be offered. Continued consultation with CTE must be apparent.
   f. Budget Plan - List funds required to develop the program, including salaries.
   g. Delivery - Describe the technologies, materials, and instructional approach that will be used to deliver the courses. The description may include use of asynchronous or synchronous delivery, and specific educational technology tools that will be used.
   h. Faculty and Student Support - Describe in detail the support for the faculty and students necessary to make program delivery successful. For example, use of a learning management system for faculty-student interaction.
i. Assessment - Provide a plan for formative and/or summative assessment, particularly in regard to measuring student learning outcomes at a distance. Include any plans for the use of technology to grade student work. Also provide any plans to measure competencies across the courses in the program.

j. Disability Accommodations - It is the policy of Southern Illinois University to comply with the provisions of Americans with Disabilities Act, 42 U.S.C.A. Section 12101, et seq. ("ADA"). The ADA prohibits discrimination against qualified individuals with disabilities on the basis of their disability. The ADA provides, in part, that "no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs or activities of a public entity, or be subjected to discrimination by any such entity." All proposals submitted must provide verification that the program’s courses and educational materials developed will be compliant with the ADA requirements. Southern Illinois University Web Accessibility Guidelines can be found at: http://webservices.siuc.edu/accessibility/

III. Reporting Requirements – An interim report outlining the process of program development is due by each semester’s end (i.e. Fall and Spring only). The report should include:

- Status of each course’s development within the online program as per time line stated in the application. (state whether the courses and program development is on schedule or not.)
- Justification/explanation if there is a delay in completing the development of the courses
- Any other issues relating to delay in the progress of program development

REVIEW SCHEDULE

Submit applications to:

SIU Extended Campus, Executive Director, 850 Lincoln Dr. NW Annex Room 135

Proposals must be submitted by October 1st for spring or March 1st for fall. Applications will be reviewed by the Distance Education Council and applicants will be notified by October 30th or March 30th, respectively.
It is the team members’ discretion to plan when the program will be offered (Spring, Fall or Summer), which should be within one year of the initial approval.
SELECTION CRITERIA

Online programs will be selected to receive funding based upon the following:

1. Thoroughness of the completed proposal.

2. Faculty has met with CTE Instructional Designer and completed the Online Development Speed Course. Continued consultation with CTE is built into the program development timeline.

3. Program courses incorporate quality online instructional approaches. (See Quality Online Course Checklist)

4. Program seeks innovative approaches to online learning.

5. Program demonstrates strong learning experiences, opportunities for students to practice and apply knowledge, and methods to check learning and provide feedback to distant students.

6. Program demonstrates extensive interaction between student and faculty, student and student, and student and course content. These can include, but are not limited to, chats, discussion, Web conferencing, podcasting, content interaction, group projects, simulations, and blogging.

7. Proposal clearly describes the design strategies and is realistic according to the proposed development timeline.
ONLINE PROGRAM DEVELOPMENT
Funding Application

COURSE: Subject Area Code:_______ Number:_______
Full Title:_____________________________________________________________________
HOURS: _____
COURSE DESCRIPTION:

______________________________________________________________________________

Name of Applicant:_____________________________  NTT_____ T/TT _____
College: _________________________
Contact Information: _____________________________________________________________
TOTAL FUNDS REQUESTED:
______________________________________________________________________________

CENTER FOR TEACHING EXCELLENCE
Person you met with in CTE: ________________________________
Date of meeting with CTE: __________Date Online Development Speed Course
completed:__________

PLEASE PROVIDE THE FOLLOWING IN A SEPARATE DOCUMENT FOR EACH COURSE

1. LEARNING OUTCOMES: List the learning outcomes for this course.
2. DELIVERY: Describe the technologies, materials, and instructional approach that will be used to deliver the course.
3. DESIGN: Describe the types of learning experiences planned for this course and the opportunities for students to practice and apply knowledge.
4. INTERACTION: Describe the types of interaction planned for the course between student and faculty, student and student, and student and course content. Include how you plan to provide feedback to distant students.
5. ASSESSMENT: Provide a plan for evaluating students and for measuring student learning outcomes
6. TIME LINE: Provide your work plan and timeline for development and completion

Faculty needs to clearly understand that the final payment is contingent upon completion of the development of the course on SIUonline(also referred to as D2L, Brightspace) and upon review and approval by the Center for Teaching Excellence.
Signature Page

Faculty Signature  Date

Chair/Director Signature  Date

Dean  Date

Mandara Savage     James Allen
Executive Director, Extended Campus  Associate Provost, Academic Programs

Approved  Not Approved  Approved  Not Approved