ONLINE COURSE DEVELOPMENT

REQUEST FOR PROPOSAL

SOUTHERN ILLINOIS UNIVERSITY
EXTENDED CAMPUS
Funding Application Guidelines

Funding for Existing Individual and New Course Development

Introduction

*Distance Education Online Course Development* funding is provided by SIU Extended Campus for the development of graduate or undergraduate courses for the online learning environment.

Eligibility

All faculty members within SIU are eligible to apply. New and existing graduate or undergraduate courses will be considered. Interested faculty must attend a pre-proposal workshop offered by the Center for Teaching Excellence (CTE) and complete the SIU Online Development speed course prior to submitting the proposal. To register for a workshop and enroll in the speed course, contact CTE Director, Karla Berry, by email: k.berry@siu.edu.

Fundable Activities

This application is for existing individual and new courses.

This initiative is principally to provide development funding for transferring traditional face-to-face courses to the online learning environment. However, new courses will be considered for funding. Funds requested may include $5000 for the faculty member developing the course and an additional $1000 for courses that need laboratory instruction.

The grant award will be divided into two payments. One half will be paid at the beginning of course development and the second will be paid when the course is complete and reviewed by CTE. Funds will be transferred to a local account within the faculty member’s department. If the department elects to use the funds as Faculty salary (Extra Compensation or NOA), it is responsible for creating and executing the faculty contract. If the funding is not used as salary, it is expected that faculty directly involved in developing the course(s) receive a benefit. The faculty member may elect to have the grant disbursed in the form of OTS (e.g. travel, equipment, contractual services, etc.). 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.

Additional Remuneration for Developing Laboratory Intensive Online Courses

It is recognized that lab-intensive online course development typically requires investment of time and effort beyond a lecture-only course. To incentivize faculty, additional funding may be available for courses that have substantive laboratory activities that include scientific or engineering test instruments and apparatus. These courses will normally fall in the Natural and Applied Sciences, Engineering, Engineering Technology, Agriculture, Information Systems, and Information Technology disciplines. The lab activities should satisfy two or more of the criteria below:

1. Require students to do experiments using portable kits or miniaturized test tools
2. Require substantial use of either physical components or virtual environments to conduct experiments

3. Require the course developer to do substantive pedagogical work beyond the normal requirements for lecture preparation because of lab or experiment components

4. Require students to do more than 20% of the course conducting experiments in a simulated or controlled computing or non-computing environment

Typically, these lab experiences will be a separate (stand-alone) courses that are tied to a lecture-based course such as 253A College Physics Laboratory or a course with extensive lab activities embedded within the course, such as EET 238 Digital Fundamentals, ISAT 224 Network Fundamentals.

Given the course requires and meets the two or more of the criteria mentioned above for developing the course, an additional remuneration of $1000 will be paid to the faculty.

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

Submit applications to:
SIU Extended Campus, Executive Director, 850 Lincoln Dr. NW Annex Room 135, MC 6513

Funding applications are due by October 1, 2018 (Fall submissions) and March 1, 2019 (Spring submissions). The Distance Education Council will review applications and applicants will be notified by October 30th or March 30th, respectively.
It is the faculty member’s discretion when the course will be offered (Spring, Summer, Fall), which should be within one year of the initial approval.

SELECTION CRITERIA

Individual courses will be selected to receive funding based upon the following:

1. Thoroughness of the completed proposal.
2. Faculty has attended a CTE pre-proposal workshop and completed the Online Development Speed Course.
3. Course design incorporates quality online instructional approaches.
4. Course seeks innovative approaches to online learning.
5. Course plan demonstrates strong learning experiences, opportunities for students to practice and apply knowledge, and methods to check learning and provide feedback to distant students.
6. Course demonstrates extensive interaction between student and faculty, student and student, and student and course content. These can include, but are not limited to; chats, discussions, 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.
8. Course plan clearly describes the design strategies and is realistic according to the proposed development timeline.
ONLINE COURSE DEVELOPMENT
Funding Application

COURSE: Subject Area Code:_______  Number:_______
Full Title:______________________________________________________
HOURS: _____
COURSE DESCRIPTION:
____________________________________________________________________
____________________________________________________________________
Name of Applicant:_____________________________  NTT_____  T/TT _____
College: _________________________
Contact Information: ______________________________________________________

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

1. CONTENT: Provide an overview of the course content. A draft syllabus of the course may be provided.
2. LEARNING OUTCOMES: List the learning outcomes for this course.
3. DELIVERY: Describe the technologies, materials, and instructional approach that will be used to deliver the course.
4. DESIGN: Describe the types of learning experiences planned for this course and the opportunities for students to practice and apply knowledge.
5. 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.
6. ASSESSMENT: Provide a plan for evaluating students and for measuring course-learning outcomes.
7. TIMELINE: Provide your work plan and timeline for development and completion.
**Signature Page**

Final payment is contingent upon completion of the course development within D2L and upon review and approval by the Center for Teaching Excellence.

<table>
<thead>
<tr>
<th>Faculty Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair/Director Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Dean</td>
<td>Date</td>
</tr>
</tbody>
</table>

Mandara Savage  
*Executive Director, Extended Campus*

Approved  Not Approved