UNIVERSITY CORE CURRICULUM
ONLINE COURSE DEVELOPMENT

REQUEST FOR PROPOSAL

SOUTHERN ILLINOIS UNIVERSITY
EXTENDED CAMPUS

Rev 9052018
Introduction

*UCC Course Development* funding is provided by SIU Extended Campus for the development of undergraduate core curriculum courses to the online learning environment.

Eligibility

All faculty members within SIU are eligible to apply. Approved existing and new UCC courses will be considered. Extended Campus is not responsible for approving new UCC courses. (Please contact University Core Curriculum) 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 initiative is to provide development funding for online courses within the University Core Curriculum. It is principally for transferring traditional face-to-face courses to the online learning environment. An amount of $5000.00 will be provided for development of the course.

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.

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 30\textsuperscript{th} or March 30\textsuperscript{th}, 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. Course is an approved University Core Curriculum course.
3. Course comprised of a complete syllabus and learning objectives.
4. Faculty has attended a CTE pre-proposal workshop and completed the Online Development Speed Course.
5. Course design incorporates quality online instructional approaches recommended in pre-proposal workshop.
6. Course seeks innovative approaches to online learning.
7. Proposal demonstrates strong learning experiences, opportunities for students to practice and apply knowledge, and methods to check learning and provide feedback to distant students.
8. 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, discussion, Web conferencing, podcasting, content interaction, group projects, simulation, and blogging.
9. Course plan clearly describes the design strategies and is realistic according to the proposed development timeline.
ONLINE CORE COURSE DEVELOPMENT
Funding Application

COURSE: Subject Area Code:_______ Number:_______

Full Title:_____________________________________________________________________

HOURS: _____ UCC Area: ______________________________

COURSE DESCRIPTION:

______________________________________________________________________________

Name of Applicant:_____________________________  NTT_____ T/TT _____

College: _________________________

Contact Information: _____________________________________________________________

______________________________________________________________________________

CENTER FOR TEACHING EXCELLENCE

Date pre-proposal workshop attended: _____________

Date Online Development Speed Course completed:____________

______________________________________________________________________________

PLEASE PROVIDE THE FOLLOWING IN A SEPARATE DOCUMENT

1. CONTENT: Provide an overview of the course and a detailed syllabus for the course.

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 student learning outcomes.

7. TIME LINE: 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.

_________________________ _____________
Faculty Signature    Date

_________________________ _____________
Chair/Director Signature    Date

_________________________ _____________
Dean    Date

Mandara Savage
Executive Director, Extended Campus

Approved    Not Approved