Online Course Design/Redesign Request for Proposal (RFP) Spring 2016

The Faculty Teaching and Learning Center (TLC) is pleased to announce a new program to support faculty in their continued efforts to develop high quality online instruction. Faculty are invited to apply for funding to support design of fully online courses using innovative, technology-rich pedagogy and learning strategies.

Instructors of courses selected will have access to the resources and support of the TLC in the form of content development, instructional design, media production, systems integration. Instructor selected will receive in-kind support from the TLC and will also receive from $1,000 up to $3,000 to cover associated development costs.

A key goal of this program is to explore the effectiveness of new designs, delivery methods, learning strategies, and to improve learning outcomes of CSU Bakersfield students from all disciplines.

Eligibility:

- Full-time and part-time faculty.
- Faculty teaching new or existing face-to face-course which they design/redesign as an online course through this award Fall 2016 or Spring 2017.

Proposal Requirements: The TLC will hold an informational meeting to answer questions about the RFP and requirements on Friday, January 29, 2016 at 10:00 a.m. in the TLC conference room.

I. Cover Sheet.

II. Course Description (250 words) Describe the course as it currently exists. If launching an entirely new course, discuss your vision of the new course.
III. Plan of project – Limited to 5 pages or less

● Describe the current design of the course along with student enrollment figures. If this is a new course indicate the projected enrollment.

● Describe how the course design will structure the student learning experience through enhanced interaction with course materials, instructors, faculty and other students.

● Describe, in depth, the technologies that will be used and how their inclusion will change the format and delivery of the course.

● The proposed course must be fully developed and determined to meet Quality Matters standards* prior to being offered.

● Provide goals for the redesign and enhancement of the course and a plan that describes how the learner outcomes will be measured.

● Proposals should be written in a manner that reviewers who are not experts in the specified area will understand the proposed design plan.

IV. Budget and Budget Justification – 1 page: Detail in-kind support needed from the TLC and what the funding of $1,000 to $3,000 will cover. Funding can be used for course preparation, external course content, technology and media development costs. Please mention all other sources of funding if any.

V. A letter of support from the applicant’s department chair or dean must be provided. In order to provide the review committee with additional information on which to base their funding decision, department chairs or deans are requested to provide comments on the importance of the proposed plan to the department and school.

Submission Procedure:

Faculty submitting a proposal must complete the attached proposal application form. Final proposals must be submitted by the chair of your department (one PDF file for each proposal) via email to cshiery@csub.edu with the subject line of “RFP Online Course Design: [Last Name of Applicant].” An email confirmation that the proposal submission has been received will be sent within 24 hours.

Deadline:
The deadline is Monday, March 14, 2016 at 4:30 P.M. We look forward to continuing to support our faculty as they develop new and exciting enhancements of teaching and learning at the University.

Review Process:

Proposals will be reviewed by the Distributed Learning Committee representing a range of disciplines and schools, who will provide a recommended set of awards to the Director of Instructional Development.

Notification:

Selections will be made by April 4, 2016. Faculty will be notified of the award amount.

Reporting:

Awardees will be expected to submit a two-page summary report, and a description of expenditures. The report should summarize the project, along with insights and conclusions. The report will be important in informing other faculty efforts across campus to develop online learning approaches and in providing input to the Director of Instructional Development as the TLC continues to develop initiatives to support teaching and learning.
# Application for Online Course Development

The proposed course must be fully developed and determined to meet QM standards* prior to being offered.

## Applicant Information

| Name: ____________________________ | Course # (ex. EDU 562): ____________________________ |
| Title: ____________________________ | Course Title: ____________________________ |
| Dept./School: ____________________________ | Credit Hours: ____________________________ |
| Email: ____________________________ | |
| Phone: ____________________________ | |

## Course Information

| Faculty member's signature: ____________________________ | Date: ____________ |

## Development & Teaching Approval

| Semesters course will be taught: ________________ | Instructor assigned to teach this course: ____________________________ |
| Maximum Enrollment: ________________ | Dean Name (Print): ____________________________ |
| Dept. Chair Name (Print): ____________________________ | Dean Signature: ____________________________ |
| Dept. Chair Signature: ____________________________ | Date: ____________ |

### Please submit your approved application to:

The Faculty Teaching & Learning Center  
Walter Stiern Library (WSL) Suite 102  
(661)-654-2084  
Email: cshiery@csub.edu