

<p style="text-align: center;">Kansas State University Global Campus REQUEST FOR DISTANCE LEARNING PROPOSALS for Fiscal Year 2016</p>
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This document is also available electronically at www.global.k-state.edu/faculty/grants.

To: Department Heads, Deans and Center/Institute Directors

From: Sue C. Maes, Dean

Subject: Proposal for Online Course and Program Development, Conferences and Research

Deadline: 5:00 p.m.; **Friday March 6, 2015**

Funding awards will be announced Monday, May 4, 2015. However, awards are contingent on the final approval of the K-State Global Campus FY 2016 budget.

The K-State Global Campus solicits proposals from K-State faculty and departments for the development of online courses and programs (credit and non-credit), new conferences, research projects related to online teaching and learning, and major upgrades of current online courses to meet quality standards.

Grants funds are provided to develop quality distance education programs. K-State is recognized for its innovation and excellence in distance education, a recognition that we wish to uphold. Highest priority will be given to proposals that build toward new programs or that enhance existing programs. Consideration will be given to proposals for course upgrades; however, it is expected that instructors/presenters will regularly revise and update their courses without grant support. Consideration will also be given to proposals for the development of MOOCs.

In addition, some funds are set aside to support new regional and national conferences in recognition of the importance of providing learning opportunities to K-State constituencies. Departments and faculty are encouraged to consider programmatic initiatives that will provide learnings from their latest research, sharing emerging perspectives within or across disciplines.

Grant funds are also available to support research projects focused on the examination of online teaching and learning that will inform the ongoing development of online courses and programs at K-State in particular and among other providers in general.

Applications must include items listed below (see RFP application form, page 1):

1. Cover letter (one page maximum)
 - a. Project or program title; include course number and title if applicable
 - b. Brief description
 - c. Target audience
 - d. Market demand
 - e. Potential impact
 - f. Relationship of project to program, college, or university strategic goals
 - g. Program objectives
 - h. Benchmarks for measuring success of the course or program
 - i. Enrollment caps (if any) and frequency of offering the course or event
 - j. Term when the course will be scheduled for the first time
 - k. Approval signatures: department head, dean, Principal Investigator(s)

2. Project narrative (three pages maximum)
 - a. Credit and Non-Credit: Budget and budget justification to include amounts allocated to faculty and to technical support for course development. Also include the amount and source of any college, department or other matching support (no exact percentage is required, but showing additional support is advised).
 - b. Conferences: Budget and budget justification to include potential for registrations, cost, and sustainability plan for subsequent conferences.
 - c. Course upgrades: Upgrades involve a major renovation of a course to incorporate the latest educational technologies and to meet the highest quality standards for online delivery. Budget and budget justification including source, and amount.
 - d. Research: Statement of problem and its relevance to online teaching and learning. Include statement of the problem, approach and methodology. Budget and budget justification, including sources and amounts.

3. Vita or short bio for all principal investigators (PI) and collaborators (two-page maximum per person)

Please submit a hard copy (with all appropriate signatures) to Marla Wood, K-State Global Campus, 111 College Court.

Eligibility

Proposals will be accepted from K-State departments, centers, institutes, individual faculty, faculty teams and collaborative inter-disciplinary programs. Each proposal must include at least one full-time K-State faculty or staff member as a Principal Investigator. All proposals must have the approval of the PI's department head and dean.

Review Process

K-State Global Campus will manage this RFP process. The Global Campus Advisory Council will review proposals. The Global Campus Dean's office will make final funding decisions in consultation with the Advisory Council, college deans and the Provost.

Review criteria will include the following:

- ✓ Relationship to college and department priorities and to the University's 2025 strategic plan
- ✓ Courses that augment existing programs delivered through K-State Global Campus (i.e. bachelor's degree completion, online master's and doctoral degrees, certificate and re-licensure programs) or that build toward new programs
- ✓ New innovative courses and programs related to K-State's areas of excellence
- ✓ New offerings that provide training in areas of workforce shortage; market demand
- ✓ Interdisciplinary and collaborative programs
- ✓ International partnership programs
- ✓ Research that contributes to better understanding of teaching and learning in the online environment
- ✓ Course upgrades that meet higher quality standards
- ✓ New start up conferences
- ✓ Proposed design/agenda for conference (conference only)
- ✓ Proposed instructional design concepts and appropriate use of technology
- ✓ Proposed plan for use of library resources to support the program
- ✓ Compliance with copyright laws as they relate to online program development
- ✓ Compliance with university and federal policies pertaining to research
- ✓ Adaptability for student disabilities (online component only)
- ✓ Implementation of good practices and quality standards for online learning (see requirements below).

- ✓ Collaboration with university instructional design staff is required for each funded online project
- ✓ Budget showing enrollment capacity, projections and sustainability for the future
- ✓ Time line that presents a reasonable projection when the course or project will be available
- ✓ Demonstrated matching funds to support the development effort
- ✓ Commitment by department to offer the course/program through K-State Global Campus within one year after the project is completed and once per year for three years thereafter

Program Rationale and Program Interests:

Kansas State University and K-State Global Campus recognize the ever increasing national and international demand for online programs. In particular K-State Global Campus is attempting to reach those individuals who are place bound due to employment and family obligations and unable to access on campus programs. Yet, they acknowledge the need for furthering their education and many wish to obtain a degree from Kansas State University. Demand for our courses and programs now extends to all fifty states and many other countries. We are committed to meeting this demand by incorporating the highest standards of excellence into our online teaching and learning resources.

Use of Grant Funds

Grant funds may be used to fund salary support for the developer(s) and/or project assistants, for additional hours of instructional design support to develop online resources, videography services and other development costs. Principal investigators are required to consult with an iTAC instructional designer. The first ten hours of consultation time is free. Additional hours should be included in the proposal budget at the rate of \$45 per hour. Funds to support the development of conferences may be used to cover the services provided by Global Campus, outside speakers, marketing plans, etc. A match of time or dollars is highly encouraged. Grant funds usually do not cover purchases of equipment, software or travel. Once Global Campus has agreed to provide funding for a proposal, the PI will be notified. A funding agreement detailing the terms for the grant will then be sent to the PI(s) for signatures. When the signed agreement is returned and all PIs/course developers listed have completed the Faculty Modules course, Global Campus will transfer one-half of the funding to the college business office. The remaining half will be transferred after the course or resource has been reviewed and approved as having incorporated E-Quality standards. The funding agreement requires that resources developed with Global Campus grant support will then be offered through the Global Campus.

REQUIREMENTS:

1. Instructional Design Consultation

Principal investigators and course developers are required to consult with an iTAC instructional designer for the planning and development of their projects. Instructional designers will provide an array of technical options that can be used to support quality online teaching and learning pedagogy.

2. E-Learning Faculty Modules

Each PI and course developer will be required to review and successfully complete the E-Learning Faculty Modules at the beginning of the project. The modules can be accessed on the wiki at www.elearningfacultymodules.org. The modules take an in-depth look at essential elements related to online instruction. PIs and course developers will be entered into the KSOL Faculty Modules course and accompanying quizzes when the proposal is received. Each module can be completed in less than one hour. Global Campus will release the first half of the funding after the modules are successfully completed by all PIs and course developers on the project.

The modules include:

Getting Started: multimedia slideshow with videos highlighting some basics of quality e-learning

Fair Use and Copyright: overview of these two topics addresses building an online course and the uses of copyrighted contents by the learners and instructor

Accessibility: brief overview of accessibility concerns and how accessibility impacts distance learning

Assessing Student Learning: introduction to assessing student learning effectively in an online format

Academic Integrity: strategies for achieving honor and integrity expectations in online learning

3. E-Quality Checklist

Each PI and course developer will be required to pass a review that certifies that the elements of the Kansas State University E-Quality Checklist have been incorporated in the design of the project.

The checklist on pages 6-9 below is a tool for use by faculty who teach distance students in an online environment that helps ensure that quality standards are incorporated into the design, development and delivery of distance courses and programs. Those who receive Global Campus funding are expected to adhere to components of the checklist as a requirement for funding. The requirements are highlighted in purple on pages 6-9 of this document. Items highlighted in green will soon be available within Canvas and can be accessed by all K-State faculty instructors. Completed courses will be reviewed by Global Campus

Other Resources for Online Teaching and Learning

Principal investigators may also be helped by consulting the following resources in their preparation of proposals and projects:

Hale Library resources can be found on the library's webpage and in the stand alone section of the e-learning wiki.

<http://www.lib.k-state.edu/information-for-faculty>

<http://elearningfacultymodules.org>

IT Instructional Design Services

<http://www.k-state.edu/its/instructional-design/>

To schedule an instructional designer, please contact Rebecca Gould at 532-2298 or ragou@ksu.edu

Elate Wiki

http://elatewiki.org/index.php/Main_Page

Global Campus

<http://www.youtube.com/watch?v=D-rtOatL3Vg&feature=youtu.be>

<http://global.k-state.edu/faculty/>

Contact Information:

David Stewart, Associate Dean

ads@ksu.edu

532-2580

Marla Wood, Senior Admin Specialist

marlaw@ksu.edu

532-2581

Kansas State University Global Campus

BACKGROUND AND INTRODUCTION

The mission of K-State's Global Campus is to extend the university's intellectual resources through quality degree programs, lifelong learning, and professional development opportunities.

Global Campus actively seeks partnerships with the academic departments and colleges of K-State for the purpose of developing programs for online or off campus delivery. This area of enrollment at K-State has grown markedly in the last several years and it is expected to continue to grow in the future. K-State faculty members have been nationally recognized for their innovation and excellence in online program development and in distance education.

The partnership between academic units and Global Campus ensures an active link between the university's academic offerings and adult learners in the workforce and allows K-State to extend classes, resources and services to people throughout Kansas, the nation, and the world.

In order to continue the growth of quality distance education, Global Campus is willing to invest in the development of programs for online or off-campus delivery. Global Campus has developed this "request for proposals" as a means of prioritizing its investment in developing and improving programs for delivery to off-campus students.

Global Campus works in partnership with IT units, faculty, and administrators to offer total solutions for delivering programs, courses, projects, and conferences.

This grant funding program is intended to help direct the use of incentives and financial support toward programs, courses and research that are closely aligned with priorities and strategic goals of the university, the office of the provost, the individual academic programs, colleges, and K-State Global Campus.

Why Develop Online Programs?

- They are a strategic way to fulfill our land grant mission
- They respond to constituent needs
- They serve K-State alumni
- They contribute to economic development
- They help build corporate relationships
- They generate revenue for departments, colleges and the university

K-State E-Learning Quality Checklist

The Kansas State University E-Learning Quality Checklist is a tool for faculty who teach credit courses in online environments. Use of the checklist provides a way to review quality related to the design, development, and delivery of online courses. Tools and resources in support of the checklist are found on the [K-State E-Learning Faculty Modules](#) wiki and E-Learning Best Practices course. Automated short-courses, compliance trainings, and other types of online learning may require different and / or additional quality measures.

Note to Faculty: This tool was created by faculty, administrators, and staff. It is offered with the full acknowledgment of faculty members' academic freedom. Please feel free to add factors that are important to your particular teaching and learning context. This resource may be modified for your quality e-learning needs.

Instructions for use: The Quality Checklist is meant to be a self-help guide that can be used when creating or updating online courses at Kansas State University. Faculty members and course designers should examine the components listed in the Checklist to determine if they are present in the course they are creating/updating.

The purple highlighted items are required for those receiving Global Campus grant money.

The green highlighted items contain information that can be pre-loaded into the Canvas learning management system for faculty to add to their courses.

Items that are not highlighted are preferred items to be included when creating an online course.

1. Course Information, Policies, and Requirements

1A. Course Welcome

✓	<ul style="list-style-type: none">Includes a welcome message
	<ul style="list-style-type: none">Establishes instructor telepresence in the online course by providing professional information and regular communications

1B. Course Information (in the Introductory Module)

	<ul style="list-style-type: none">Includes a syllabus with the following elements:<ul style="list-style-type: none">the official course description and creditslearning objectives, which should be observable and measurablerelevant learning outcomes (from the formal master course documentation)instructor contact informationvirtual office hourscommunication tools used in the course; clear explanation of expected response times for faculty and learners; methods of feedback from the instructor for assignments, quizzes, tests, and projectsa course schedule with specific dates for the submission of student worka clear and thorough description of assessment processes (specify proctoring setup if used) and evaluation criteria (including assessment rubrics)
	<ul style="list-style-type: none">Defines all applicable policies related to the course<ul style="list-style-type: none">Canvas will be able to provide these links.links to university policies, including FERPA, honor and integrity policy, plagiarism, copyright, and otherslinks to departmental policiescourse policies, including expected behavior and online etiquette standards,

	inclement weather policies, and contingency planning during technology disruptions
	<ul style="list-style-type: none"> Defines technical skills required for learner success, with instructions on how to access technology assistance <ul style="list-style-type: none"> the IT Help Desk, Media Development Center, and others a link to the online learning readiness self-assessment

1C. Policies and Requirements – Canvas will be able to provide these links.

	<ul style="list-style-type: none"> Upholds the Americans with Disabilities Act web guidelines by ensuring that all learning content is accessible (alt-texting imagery, transcribing audio and video, using proper labeling of data tables, employing color in accessible ways, structuring textual information, and other accommodations as suggested by the 2010 ADA Standards for Accessible Design and Section 508 of the U.S. Rehabilitation Act
	<ul style="list-style-type: none"> Encourages learner awareness of the services of the Student Access Center.
	<ul style="list-style-type: none"> Adheres to intellectual property guidelines, including copyright, trademark, patenting, trade secrets, and export controls
	<ul style="list-style-type: none"> Informs students of their copyright responsibilities and ownership of their work, particularly in areas of portfolio-assessed work and professional competitions
	<ul style="list-style-type: none"> Includes a university-sanctioned online course copyright policy
	<ul style="list-style-type: none"> Works with the proper campus authorities to authenticate learner identities per federal requirements and maintain records appropriately per the Higher Education Opportunity Act
	<ul style="list-style-type: none"> Upholds learners' privacy rights per the Family Education Rights and Privacy Act (FERPA) through proper confidentiality actions <ul style="list-style-type: none"> Offers alternate assignments if learners do not want to work in a public online space
	<ul style="list-style-type: none"> Engages in regular university-required assessments of his / her online courses (with TEVAL or IDEA) and applies feedback from such instruments to improve their work

2. Course Contents

2A. Course Materials

	<ul style="list-style-type: none"> Organizes instructional materials in a coherent way (developmental, logical, or other)
	<ul style="list-style-type: none"> May offer pre-term materials to prime and support learners
	<ul style="list-style-type: none"> May offer value-added post-term materials to support learners for enriched learning
	<ul style="list-style-type: none"> Presents content-rich learning materials that are appropriately rigorous and current
	<ul style="list-style-type: none"> Designs a consistent look-and-feel for the course site
	<ul style="list-style-type: none"> Provides clear navigation through the course materials
	<ul style="list-style-type: none"> Presents learning materials in multiple formats to support a variety of learning preferences and experiences (i.e., video, text, slideshows, games, simulations, and others)
	<ul style="list-style-type: none"> Supports student endeavors in research and publishing (as relevant) <ul style="list-style-type: none"> Undergraduate students may access research support here; graduate students may access research support here
	<ul style="list-style-type: none"> Provides opportunities for students to learn from other professionals in the field (as relevant)

3. Technology Usage

3A. Strategic Technology Usage

	<ul style="list-style-type: none">Introduces learners to K-State Online (powered by Canvas) Help options in the learning management system
	<ul style="list-style-type: none">Samples cutting-edge technologies for their suitability for use in online teaching and learning, including virtual labs, simulations, games, and immersive worlds (as relevant)
	<ul style="list-style-type: none">Uses technology tools and media to enhance learning objectives, learning outcomes, and student engagement

3B. Secure Computer Usage

	<ul style="list-style-type: none">Supports learners in understanding online security and computer safety
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4. Online Learner Interactions

4A. Communication and Collaboration

	<ul style="list-style-type: none">Provides icebreaker opportunities for learners to get to know each other better (to improve learner retention and comfort in the online course)
	<ul style="list-style-type: none">Encourages and supports relevant collaborative work
	<ul style="list-style-type: none">Facilitates “regular and substantive” interactions among students with each other and with faculty
	<ul style="list-style-type: none">Facilitates ongoing educational and professional connections between cohorts of learners in a shared or similar academic field (i.e. by encouraging participation in professional organizations, events, competitions, and publications)
	<ul style="list-style-type: none">Builds an online learning community (if relevant)

5. Learner Supports

5A. Customized Learner Support

	<ul style="list-style-type: none">Works flexibly and adaptively to support learners based on their unique needs
	<ul style="list-style-type: none">Enriches learners’ opportunities for further learning in their own locales (as necessary)

5B. Connections to Campus Resources – Canvas will be able to provide these links

	<ul style="list-style-type: none">Supports usage of the Student Services provided by K-State Global Campus
	<ul style="list-style-type: none">Supports learner usage of K-State Library resources and services
	<ul style="list-style-type: none">Promotes access to the Career and Employment Services office (as needed)
	<ul style="list-style-type: none">Supports access to Counseling Services (as needed)

6. Assessments and Evaluations

6A. Effective and Appropriate Assessments

	<ul style="list-style-type: none">Aligns assessments appropriately with the formal learning objectives and learning outcomes to support and reinforce the course materials
	<ul style="list-style-type: none">Uses a variety of assessments to support students’ various learning styles and preferences
	<ul style="list-style-type: none">Defines and applies clear grading scales
	<ul style="list-style-type: none">Provides substantive and timely feedback about student performance and work
	<ul style="list-style-type: none">Considers practical applications of the learning in non-academic contexts when designing assessments

	<ul style="list-style-type: none"> • Supports students in self-assessment and self-awareness of their own learning (metacognition) through assignments or activities
	<ul style="list-style-type: none"> • Encourages learner interactivity through participatory assignments and learner inter-communications (i.e., discussions)

K-State E-Learning Quality Checklist Document Hyperlinks

Introductory Paragraph

K-State E-Learning Faculty Modules: <http://www.elearningfacultymodules.org/>

1. Course Information, Policies, and Requirements

1B. Course Information (in the Introductory Module)

University Policies: <http://www.k-state.edu/policies/>

FERPA (at K-State): <http://www.k-state.edu/registrar/ferpa/>

Honor and Integrity Policy: <http://www.k-state.edu/honor/>

Plagiarism: <https://www.k-state.edu/honor/documents/PlagiarismatKansasStateUniversity.pdf>

Copyright: <http://www.k-state.edu/copyright/>

Other Policies: <http://www.k-state.edu/provost/resources/teaching/>

Information Technology Help Desk: <https://www.ksu.edu/its/helpdesk/>

Media Development Center: <https://www.ksu.edu/its/mdc/>

Online Learning Readiness Self-Assessment: <http://public.online.ksu.edu/support/readiness/>

1C. Policies and Requirements

ADA web guidelines: http://www.ada.gov/anprm2010/web%20anprm_2010.htm

2010 ADA Standards for Accessible Design: http://www.ada.gov/2010ADASTandards_index.htm

Section 508 of the U.S. Rehabilitation Act:

<https://www.section508.gov/index.cfm?fuseAction=stdsSum#video>

Student Access Center: <http://www.k-state.edu/accesscenter/>

Intellectual Property Guidelines: <http://www.k-state.edu/academicpersonnel/fhbook/fhxr.html>

Export Controls: <http://www.k-state.edu/research/comply/ecp/>

Student Copyright Responsibilities and Ownership: <http://www.k-state.edu/academicpersonnel/fhbook/fhxr.html>

University-Sanctioned Online Course Copyright Policy: <http://www.k-state.edu/provost/resources/teaching/course.html>

Higher Education Opportunity Act: <http://www.gpo.gov/fdsys/pkg/PLAW-110publ315/html/PLAW-110publ315.htm>

The Family Education Rights and Privacy Act: <http://www.k-state.edu/registrar/ferpa/ferpa-annual.html>

2. Course Contents

2A. Course Materials

Undergraduate Students' Research Support: <http://www.lib.k-state.edu/undergraduate>

Graduate Students' Research Support: <http://www.lib.k-state.edu/information-for-graduate-students>

5. Learner Supports

5B. Connections to Campus Resources

Student Services: <http://www.global.k-state.edu/students/services/>

K-State Library resources and services: <http://www.lib.k-state.edu/distance-learning>

Career and Employment Services: <http://www.k-state.edu/ces/>

Counseling Services: <http://www.k-state.edu/counseling/>