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## **Online & Hybrid Course Quality Transformation Grants**

### APPLICATION GUIDELINES

2015 Application Deadlines: Oct. 1<sup>st</sup>, 2015

2016 Application Deadlines: Jan. 15th, Oct. 1<sup>st</sup>, 2016

2017 Application Deadlines: Jan. 15th, Oct. 1<sup>st</sup>, 2017

### **Background and Purpose**

CSU East Bay (CSUEB) is known throughout the CSU as a leader in online teaching and learning. As online and hybrid programs and courses proliferate, quality assurance in online courses has become a focus of attention. Most recently, the CSU Chancellor's Office (CO) has been encouraging and supporting campuses as they participate in course redesign initiatives and quality assurance workshops. For example, twenty-five faculty at CSUEB completed a summer institute designed to learn more about the QOLT (Quality of Teaching and Learning) rubric. In addition, CSUEB is working toward the transformation of courses as we migrate from a quarter to semester-based campus; as President Morishita noted in his 2014 Convocation Address, all courses will be offered in semester format starting 2018.

There are four main purposes of this RFP and these grants. The first is to echo the CSU CO initiative regarding quality assurance for online and hybrid courses. The second is to provide training and dedicated curriculum staffing support to each faculty member to enhance his or her online course based on suggested practices from the QOLT or Quality Matters (QM) essential standards. The third purpose is to encourage faculty to submit a revised course for either QOLT or QM for quality review and certification. And, finally, this RFP seeks to increase the number of certified QOLT or QM course reviewers by the end of 2017. Barring something unforeseen, sufficient funding has been provided to fund projects for the next three years.

### **Eligibility**

All faculty, including ft/tt and lecturers, who are currently teaching online and/or hybrid courses or who plan to teach online and/or hybrid courses are eligible to apply for an Online & Hybrid Course Quality Transformation Grant. Applications may be submitted by an individual faculty member, or by an academic unit (e.g. department, degree program, college) on behalf of several faculty members. We especially encourage faculty who are teaching courses that are part of the CSU Course Match program to apply for these grants.

## Scope and Use of Grants

Grants will be made into the following order and categories.

### A. Participate in an approved QOLT or QM workshop – **\$1,000**

Upon completion of the training, participants will be required to demonstrate proficiency by creating a poster or video for Back to the Bay or presenting at a Faculty Learning Community session or Faculty Development workshop.

- QOLT Training – For information regarding QOLT, please visit the QOLT webpage at <http://courseredesign.csuprojects.org/wp/qolt/>.
- QM Online Workshop – Quality Matters is a nationally recognized quality assurance tool, noted for its “faculty-centered, continuous improvement models [and] for assuring the quality of online courses through peer review” (QM, 2014). For information regarding QM, please visit the QM webpage at <https://www.qualitymatters.org/higher-education-program>. “Applying the QM Rubric” is recommended for those who have never taken a QM course. For those that have completed “Applying the QM Rubric”, other eligible workshops may include “Addressing Accessibility and Usability” or another two-week Higher Ed QM course requested by the applicant and approved by the Online Campus.
- Posters/videos content must use template and guidelines provided by the Online Campus.
- All awarded participants in the grant program will be enrolled in QOLT/QM workshops within 14 days of receiving of award notification.
- Participants will have 14 days after successful completion of workshop to submit poster/video Participants will have 14 days after successful completion of a workshop to submit a poster/video or suggest a topic for presentation at a workshop or Faculty Learning Community.

### B. Course Redesign – **\$1,000**

Faculty who have completed either the QOLT or QM training will also have the option of working with Curriculum Support Specialist/Instructional Designer to start the course redesign process. The process entails meeting to: layout the project timeline; discuss learning outcomes and assessment alignment; review content format and check the accessibility and usability of the course; and, verify against the QOLT or QM standards to determine if 11 essentials standards alignment, course objective, weekly/unit, instructional materials have been met. The faculty member has 60 days after completing part A or receiving award notification to complete this course redesign process. In order to receive the stipend, the faculty member is required to demonstrate mastery of 50% of the essential standards from either QOLT or QM through a consultation with an assigned Instructional Designer/Curriculum Support Specialist.

- QOLT 13 Core standards including 2.1, 2.3, and 2.4
- QM 11 essential standards including 2.1, 2.2, 3.1, and 4.1

C. Become a Certified QOLT or QM Course Reviewer – **\$1,000**

Faculty members will participate in the QOLT or QM Peer Review workshop and become a Certified QOLT or QM course reviewer. Not only can faculty members receive first-hand information about what makes a quality online course, but they are also eligible to review courses from other institution nation-wide. To attain this level, an additional 10-20+ hours of training is required. The faculty member participating in this process has 60 days after completing Part A or receiving award notification. If you are completing Part B, Part C will happen concurrently.

Faculty who already have QM Peer Reviewer standing may opt to become QM Master Reviewers or QM Course Facilitators, if eligible, to receive this stipend.

D. Completed Quality Course – **\$1,000**

For faculty who are participating in Part B, an additional incentive will be available to faculty members whose course incorporates all essential standards and who is willing to do extra work and submit his or her course for either QOLT or QM review. The faculty member participating in this process has 60 days after completing Part B and/or C. In order to receive the stipend, faculty must have the course reviewed by Curriculum Support Specialist/Instructional Designer, submit the course worksheet to QM or QOLT for review, and participate in the pre-review call.

E. Semester Conversion – **\$500**

An extra **\$500** may be awarded if the faculty member has transformed the course to either 16 or 8 week semester format. Faculty will have 30 days after the pre-review call in the course review.

### **Obligations of Awardees**

Grant recipients must do the following:

- Attend an informational meeting or conference call about this grant.
- Participate in QOLT onsite training and/or a QM online workshop arranged by the Office of the Online Campus. This can be waived by providing a QOLT or QM course completion certificate.
- Adhere to the timeline of completion set by the Office of the Online Campus.

### **Application**

To apply for an Online & Hybrid Course Quality Transformation Grant, please email the application page to the Office of the Online Campus [roger.wen@csueastbay.edu](mailto:roger.wen@csueastbay.edu) by each deadline indicated on page 1 of this RFP or listed below. The PDF version of this RFP may be found on the Online Campus website home page ([www.csueastbay.edu/online](http://www.csueastbay.edu/online)) under “Resources & Support”.

## **Application Deadline**

Applications must be received by **each of the following deadlines:**

2015 Application Deadlines: Oct. 1<sup>st</sup>, 2015

2016 Application Deadlines: Jan. 15th, Oct. 1<sup>st</sup>, 2016

2017 Application Deadlines: Jan. 15th, Oct. 1<sup>st</sup>, 2016

## **Review Process**

The Offices of the Online Campus and Faculty Development will have a committee of faculty to review the applications to select project participants. Applicants will receive notification within 30 days after each application deadline.

## **Applicant Support**

The following support will be provided during the length of each course redesign grant funding cycle:

- The fee, covered by the offices of the Online Campus and Faculty Development, for faculty to participate in “Applying the QM Rubric” online workshop and the Peer Reviewer QM online workshop.
- The fee, covered by the offices of the Online Campus and Faculty Development, to participate in “Applying the QOLT” training on campus and other onsite training and the QOLT reviewer training.
- The fee, covered by the offices of the Online Campus and Faculty Development, for applying either for the QOLT or QM course review.
- Access to a dedicated Curriculum Support Specialist/Instructional Design for technical review of the course, hands on semester conversion support of the course materials, placing content in the LMS, meeting accessibility rules, QM or QOLT rubric requirements.
- Access to extended support hours from the Curriculum Support Specialist team.
- Assistance in filling out the worksheet for the course to be reviewed by the QOLT or QM reviewers.

## **Information**

For information and questions about the Online & Hybrid Course Quality Transformation Grants, please contact Dr. Roger Wen, Director of the Online Campus at 510-885-7678 or [roger.wen@csueastbay.edu](mailto:roger.wen@csueastbay.edu).

## **Non-Discrimination Policy**

The California State University provides access to all eligible students regardless of race, color, national origin, age, gender, sexual orientation, or disability in the educational programs or activities it conducts.

## Online & Hybrid Course Quality Transformation Grants Application Form

1. College/Department: \_\_\_\_\_
2. Name(s): \_\_\_\_\_
3. Course (if applicable)\*: \_\_\_\_\_
4. QOLT or QM? \_\_\_\_\_
5. For which categories are you applying?

- A. Participate in a QM/QOLT workshop – **\$1,000**
- B. Course Redesign I (Mastery of 50% of essential QOLT/QM standards)– **\$1,000**
- C. Become a Certified QOLT or QM Course Reviewer – **\$1,000**
- D. Certified as QOLT/QM quality course – **\$1,000**
- E. Course transformed to semester format – **\$500**

All of the above \$4,500

All of the above – One course release time\*\*, or

All of the above \$4,500 for the item(s) listed below

- Computer (desktop/laptop/mobile) equipment\*\*\*,
- Instructional technology tools/software,
- Professional development travel expenses,
- student research assistant, and/or
- PD/research related activities.

If selected to participate in this grant, I agree to the following:

I am either a full-time/tenure-track or lecturer faculty, who currently teaches online and/or hybrid courses or I plan to teach online and/or hybrid courses.

Attending either QOLT and/or QM training arranged by the office of the Online Campus, if necessary

Having regular meetings and providing content information, course-work related information, and other necessary online course materials when needed, to the Curriculum Support Specialist/Instructional Designer to create a master course shell.

Completing the project, according to the timeline agreed upon between the faculty member and a Curriculum Support Specialist/Instructional Designer, within six months after receiving the award notification.

\* Not a guarantee of teaching assignment

\*\* To be taken after completion of grant. Please consult with your department chair before applying for this option.

\*\*\*Not eligible for refresh, updates from University.