The Utah Technology Intensive Concurrent Enrollment (TICE) Project

Request for Course Development Proposals 2012-13

The Utah System of Higher Education (USHE) seeks proposals from USHE faculty to create hybrid courses that satisfy General Education requirements or high demand Career and Technical Education (CTE) courses and are appropriate to offer for Concurrent Enrollment (CE) credit to students in the public education system.*

Course development projects funded under this request follow a collaborative model for curriculum development. See http://www.uen.org/concurrent. TICE courses:

1. meet the Essential Learning Outcomes (ELOs) as specified in Regent policy for General Education courses and/or national standards for student performance (when available);
2. are developed by teams of faculty representing multiple USHE institutions in association with public education teachers;
3. are designed in a hybrid format where student independent online learning is meshed with collaborative classroom activities. The online content as well as teaching guidelines for F2F instruction are developed in CANVAS, the USHE learning management system;
4. incorporate open education resources when available and of high quality. When possible, TICE courses use open textbooks, reducing students’ costs;
5. require at least one common assessment to be give to all students in all sections. Common assessments are designed to be transmitted electronically. Aggregated results of the common assessment will be published; disaggregated results will be made available to the instructor and institution; and
6. are openly licensed under a Creative Commons Attribution 3.0 license. The copyrights to all instructional materials developed under this grant remain the property of the Utah System of Higher Education. Any USHE institution, regardless of an institution’s participation in the development process, may choose to use the TICE curriculum for either concurrent enrollment or regular college instruction.

Development Teams

All USHE colleges and universities faculty are eligible to submit proposals. The greater the number of USHE institutions represented on the team combined with the number of Utah State Office of Education (USOE) K-12 districts represented, the more favorable the proposal. The signatures of the project director, department chair and chief academic officer of the lead institution are required on the cover page. Letters of support from other USHE institutions and USOE superintendents for development of the class also add weight.

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*In the AY12 award cycle, the following TICE courses were developed:

- ART 1010 (Fine Arts GenEd)
- CHEM 1110 (Physical Science GenEd)
- ENGL 1010 (Composition GenEd)
- MATH 1010 (Preparatory Math)
- MATH 1030 (Quantitative Reasoning GenEd)
- PSY 1010 (Social Science GenEd)
**Needs Assessment**

Successful proposals will include a needs assessment that demonstrates the number of students that will be impacted by the class as well as the impact on institution(s) of offering the TICE class. Cost/benefit analysis should show the potential for the proposed course to become self-sustaining.

**Proposal Review Criteria**

Responses to this RFP will be evaluated according to the following criteria:

1. **Course identification** – the selected course must satisfy Gen Ed and/or CTE requirements and can be offered for Concurrent Enrollment (CE) credit.
2. **Quality and Impact** – the course will improve engagement, attainment and success for large numbers of students.
3. **Instructional Design** – the course incorporates proven methods of effective pedagogy.
4. **Leveraging Existing Resources** – the course takes maximum advantage of existing openly licensed resources to reduce the cost of development and the cost to students.
5. **Reasonable and Appropriate Budget** – there is a clear rationale and justification for all expenditures.
6. **Broad Support** – commitments of support for course development and implementation from multiple USHE institutions and USOE districts.
7. **Professional Development** – the proposal should outline a plan for guiding instructors on how to teach the hybrid course for maximum effectiveness.
8. **Implementation** – time line for delivery of course materials and professional development activities. Course demo modules should be published by January 2013 (in time for spring course registration). Course offerings will begin Fall 2013.

**Awards**

Decisions about which projects to fund, identification of the development team leaders and/or lead institutions, and the amounts of awards will be made at the sole discretion of the Utah System of Higher Education. Funds will be transferred from USHE to the lead institution on or about August 1, 2012. The principal investigator will be responsible for payment of all direct costs of course development, in accordance with institutional policies and procedures. No indirect costs (F&A) may be recovered from any funds under this award.

**Deadline & Submission Guidelines**

Proposals must be delivered to Tamara Raty (traty@utahsbr.edu) in the Office of the Commissioner of Higher Education in electronic (PDF, MS Word, or WordPerfect) format by June 30, 2012 in order to receive full consideration for an award. Signed cover pages may be delivered separately by mail (Tamara Raty, Office of the Commissioner, 60 S 400 W, SLC, UT 84101) or fax (801-321-7199). All proposals must be transmitted through the office of the chief academic officer of the lead institution.

**Consultation**

Proposers are encouraged to consult with their campus instructional design teams, Canvas administrators, campus concurrent enrollment directors, and public education curriculum directors or districts’ representatives to ensure design of a high quality course that can be offered for CE credit. Proposers may also contact the TICE project director, Chuck Wight
(chuck.wight@utah.edu), with any questions relating to preparation of proposals. Developers should direct preliminary questions to Dr. Wight before Friday, June 22.

Proposal Format (10 pages maximum, excluding letters of support)

1. Cover page identifying the proposal title, course to be developed, project director, lead USHE institution, contact information, total requested award amount, performance period and institutional approval signatures of the project director's department chair, concurrent enrollment director and Chief Academic Officer of the lead USHE institution. Additional institutional approvals (e.g., by the Sponsored Projects Office) may be included if required by the institution. A copy of this document in Word format is available at http://home.utah.edu/~caw5/TICE_RFP_2012.docx

2. Names, email addresses and institutional affiliations of the course design team members.

3. Proposal narrative describing the course learning objectives, articulation with a corresponding USOE course, course design methodology, course activities, materials and resources to be used by students and instructors, along with a description of how these will be incorporated into the Instructure CANVAS learning management system.

4. Description of the common assessment of core learning outcomes and how the results will be transmitted to USHE for publication on the TICE web site. Proposers are encouraged to consult with Mark St. Andre (mark.standre@utah.edu) and Scott Allen (scott.allen@uen.org) for planning purposes.

5. Description of the level of commitment from faculty and institutions to offer the TICE course (names of instructors, with tentative numbers of sections and projected numbers of students) for CE and/or regular credit in the first year.

6. Description of professional development activities planned for teachers and faculty wanting to offer the course.

7. A timeline for course development activities and delivery.

8. Detailed budget showing all planned categories of expenses, including a budget justification narrative. There are no specific limits on the amount of support that can be requested; however, proposals that minimize costs by taking maximum advantage of existing resources will be given priority for funding.

9. Letters of support from USHE institutions and USOE districts. These do not count against the 10-page limit on the length of proposals.
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| Project Request | $               |
| Institution(s) Match | $               |
| **TOTAL** Project Budget | $               |

Signatures

Project Director

Project Co-Director

Department Chair

CE Director (lead institution)

Chief Academic Officer (lead institution)