



Washington State Student Completion Initiative Open Course Library (2010-2011) Guidelines for Instructional Designers

Student Completion Initiative Overview

The Student Completion Initiative, funded by the Bill and Melinda Gates Foundation and the Washington State Legislature will support new and promising efforts to improve access and completions for low-income young adults in Washington state over the next three years. The \$5.521 million grant will help break down key barriers to student completion in the community and technical college system by funding three projects:

- **Open Course Library** **\$1,801,000** **(Project Director: Cable Green)**

 - Expanding access and success in 81 high-enrollment courses by lowering textbook costs for students, providing new resources for faculty, and improving course completion rates.
 - College faculty and staff will be funded over two years to design 81 digital courses for face-to-face, hybrid and/or online delivery.

- **Re-Thinking Pre-College Math** **\$1,970,000** **(Project Director: Bill Moore)**

 - Improving student completions in pre-college mathematics courses and their success in college-level math classes.
 - 6 to 8 College math departments will be funded over a three year period to make substantive changes in their pre-college math programs and instructional practices.

- **I-BEST for Developmental Education** **\$1,750,000** **(Project Director: Tina Bloomer)**

 - Models are to extend the pathways developed in currently approved I-BEST programs that are at least two quarters in length (with the possible addition of a “green economy” pathway).
 - \$80,000 total per college per grant year for ten colleges (\$160,000 maximum over two years).

Timeline

January 4, 2010	Release grant to colleges
January 11 & 15	Bidder's Conferences: 2 ITVs: morning and afternoon; 2 Elluminate sessions with archive feature
February 17	Grant proposals due to SBCTC
February 22 – March 3	Evaluation committees meet, make funding recommendations
March 17-18	SBCTC meeting, grants approved
Spring Quarter 2010	Selected colleges, faculty and staff begin projects

Open Course Library (2010-2011)

Guidelines for Instructional Designers

Project Details: <http://opencourselibrary.wikispaces.com>

Who can submit a proposal?

Public community and technical colleges in Washington State can apply.

Grant Duration: 14 months (Spring 2010 through Spring 2011).

Amount: \$15,000 per Instructional Designer ([budget on wiki](#)).

What is the goal of this project?

The Open Course Library project is the implementation of recommendations from the [Strategic Technology Plan](#): Guiding Principle #7: we will cultivate the culture and practice of using and contributing to open educational resources.

[The goal of the Open Course Library project is to](#) design 81 high enrollment, gatekeeper and pre-college courses for face-to-face, hybrid and/or online delivery, to improve course completion rates, lower textbook costs for students, provide new resources for faculty to use in their courses, and for our college system to fully engage the global open educational resources discussion.

College faculty and staff will be funded over 15 months to design 81 courses. Each faculty member or team of faculty will design one course, supported by online collaboration resources, scheduled meetings, a project manager, and a group of college support experts including: Librarians, Instructional Designers, Institutional Researchers, ADA / Disability Directors, Global Citizen / Multicultural experts, and eLearning Directors.

What are the details for submitting a proposal?

SBCTC recommends grant applicants type their responses first in a word document and then copy / paste your responses into the application. Please note the application only accepts text – no formatting, charts, graphs or images.

1. **Applications are due no later than 11:30p.m. on Wednesday, February 17, 2010.** Late applications will not be accepted.
2. Applications must be submitted electronically to the State Board for Community and Technical Colleges (SBCTC) through the Online Grants Management System ([OGMS](#)).
3. Once approved by the VPI, college grant applicants will work with the college OGMS security contact to receive access to, complete, and submit their application in OGMS. A list of college security contacts can be found here: <http://apps.sbctc.edu/OnlineGrants/Resources.aspx>.
4. If you have questions on the **application or approval process**, please contact Lynette Anderson at 360-704-4315 or landerson@sbctc.edu.
5. For overall questions about the Open Course Library **project**, please contact Dr. Cable Green, SBCTC eLearning Director, at 360-704-4334 or cgreen@sbctc.edu.

What is the process for selecting and funding proposals?

The SBCTC will use a competitive process to select grant participants.

- Proposals will be reviewed by selection committees comprised of college faculty and staff:
 - Faculty course designers will be selected by Vice Presidents of Instruction, system faculty and eLearning Directors.
 - Librarians (for both support librarians and the librarian to design the “Research for the 21st Century” course) will be selected by a committee of librarians chosen by the Library and Media Directors Council.
 - Instructional Designers will be selected by a committee to be selected by the Instruction Commission.
 - Institutional Researchers will be selected by a committee to be selected by the WARP executive committee.
 - ADA / Disability Directors will be selected by a committee to be selected by representatives from the Student Services Commission and the Disability Support Services Council.
 - Global Citizen / Multicultural Experts will be selected by a committee to be selected by representatives from the Student Services Commission and the Multicultural Student Services Directors Council.
- The selection committees will:
 - Meet on an ITV conference to discuss the applications and select the winning applicants.
 - Select two "alternate" faculty (or faculty team) for each course.
 - Select two "alternates" for each support expert role.
- Colleges may receive feedback and questions related to the selection committee review.
- Colleges will be notified of final funding decisions no later than March 18, 2010 after the State Board approves the grant awards.

Important Information

- Matching funds are not required.
- Travel expenses for grant participants will be reimbursed by SBCTC. Travel expenses do not need to be included in the applicant’s grant budget. SBCTC will provide instructions on travel reimbursement procedures to approved grant participants.
- Grant funds will be paid from SBCTC to the colleges. How the college chooses to work with faculty and the support experts is up to the hiring college. (If a grant is awarded to a team comprised of faculty from multiple colleges, grant funds will be paid to the team lead’s hiring college), SBCTC will not be involved in those local discussions. For example, some colleges may choose to buy release time for faculty / staff, while some colleges may choose to provide stipends.
- Payment of [grant funds](#) from SBCTC to colleges will be linked to successful completion of course design work that meets [project deadlines](#).
- If a grant participant is unable or unwilling to meet the [timeline](#) in the Open Course Library project, SBCTC reserves the right to work with the Instruction Commission to replace that participant with another qualified (alternate) candidate.
- All courses will be released under a [Creative Commons Attribution 3.0 license](#).

Selection Criteria: The grant is competitive and will seek the best candidates.

Selection Criteria for All Applicants:

- Are leaders in their respective fields.
- Have success working collaboratively with faculty on course design projects.
- Have experience using digital content and/or digital technologies to enhance learning in face-to-face, hybrid and/or online course(s).
- Have knowledge of or experience with using others' open resources and/or sharing their own digital content.
- Have incorporated innovative pedagogical approaches into their course(s) or have assisted others in doing so.
- Agree that the content they produce is collectively owned by the Washington Community and Technical Colleges and will be given away to the world under open [creative commons licensing](#).
- Have the support of their Vice President of Instruction to fully participate in this project.
 - The VPI will sign off on all grant applications.

Selection Criteria for Instructional Designers:

- Are familiar with the [Quality Matters](#) (QM) rubric and process and/or are QM Master Reviewers.
 - QM Master Reviewers are strongly encouraged to apply.
- agree to help faculty throughout the design process and to modify the course design, as needed, to meet instructional design best practices in the QM rubric and:
 - Design frequent, formative assessments throughout the course.
 - Create student centered learning outcomes that match the curriculum and the assessment.
- Agree to work with instructional designers and eLearning Directors to provide online professional development materials to support faculty designers.
- Agree to provide in-person professional development to faculty at the start of the project.

Expectations of Grant Participants

Expectations of All Applicants:

- Attend "all-hands" project meetings and the discipline team meetings.
- A project manager will meet periodically with all faculty and support teams to track progress and provide assistance. Attendance at these feedback meetings is required.
- Agree to take Elluminate training (if they have not already done so). Many team and project meetings will use Elluminate.
- Learn to locate, evaluate, remix, and integrate global, open educational content, best practices and outside experts into the 81 courses.
- Share with each other. The support experts (librarians, etc.) will also share their professional development materials online so the faculty designers can access the information anytime.

Expectations of Instructional Designers:

- Help faculty throughout the design process and to modify the course design, as needed, to meet instructional design best practices in the [Quality Matters](#) rubric and:
 - Design frequent, formative assessments throughout the course.
 - Create student centered learning outcomes that match the curriculum and the assessments.
- Provide in-person professional development to faculty at the start of the project.
- Provide online professional development materials to support faculty designers.

Project Timeline:

- **Spring 2010: Project Begins**
 - 2-day (in-person) meeting: **April 26-27: Vancouver Hilton (attendance required for all project participants - this is not optional)**
 - Pre-project professional development and planning.
 - Institutional Researchers examine why the 25 courses have lower than average completion rates.
- **Summer 2010: (Q1: Design)**
 - Institutional Researchers report completion rate analysis to project teams.
 - Discuss how these findings affect course design planning.
 - Faculty & support teams plan and begin designing 81 courses.
 - All-project meeting (Elluminate)
- **Fall 2010: (Q2: Design)**
 - Faculty & support teams design 81 courses.
 - All-project meeting (Elluminate)
- **Winter 2011: (Q3: Pilot)**
 - Faculty teach 81 courses.
 - If the course is not offered at the college in Winter 2011, the course will be taught the next quarter the course is offered and the faculty designer is assigned to teach that course.
 - All-project meeting (Elluminate)
- **Spring 2011: (Q4: Design)**
 - Faculty & support teams design 81 courses – what worked? what didn't work?
 - Feedback from students and faculty collected, and adjustments to the course design will be made.
 - All-project meeting (Elluminate)
- **Summer 2011: Release Courses to System and World**
 - All-project (in-person) meeting.
 - Write project report.
 - What did we learn? Do what better next time?
 - Advertise the existence of the courses ... in the system, across the State, and around the world.

Fiscal Guidance: Please work closely with your budget office to develop your grant budget and budget narrative.

Budget Categories – Project Development

- **Project Development Salaries and Wages** - for staff associated with project development.
Example: Institutional Designer salary/stipends/hourly wages for instructional design support.
- **Project Development Benefits** - associated with salaries and wages budgeted for project development.
- **Project Development Goods and Services** – interagency agreements with other colleges if the application is being submitted on behalf of a team comprised of staff at different colleges; goods and services in direct support of the Institutional Designer’s project development work.
Examples include but are not limited to: computer software and hardware.