

REQUEST FOR DISTANCE LEARNING PROPOSALS

Division of Continuing Education

To: Department Heads, Deans and Center/Institute Directors

From: Sue C. Maes, Dean

Subject: Proposal for Online Course and Program Development (Credit and Non-Credit) and Conferences

Deadline: 5:00 p.m.; **July 31, 2009**

The Division of Continuing Education (DCE) solicits proposals from K-State faculty and departments in support of online course and/or program development (credit and non-credit) and new conferences.

These online development dollars are provided to continue the growth of excellent quality distance education initiatives. DCE actively seeks partnerships with the academic departments and colleges of K-State for the purpose of developing programs for online and off campus delivery. This area of enrollment at K-State has grown markedly in the last several years and K-State has been nationally recognized for its innovation and excellence in distance education.

In addition, we have set aside some funds to help support new regional and national conferences because we recognize the importance of providing learning opportunities to Kansas citizens, K-State Alumni, and those who recognize the incredible intellectual content and instruction that represents the University. Departments and faculty are encouraged to concentrate on programmatic issues that allow for distribution of research, sharing of emerging perspectives within or across disciplines and strategies for improving organizational infrastructures. This clearly demonstrates the engagement of our University.

Application must include items listed below (see attached application form, page 5):

1. Cover letter (one page maximum)
 - a. Course or program title
 - b. Brief description
 - c. Target audience
 - d. Potential impact
 - e. Relationship of project to program, college, or university strategic goals
 - f. Program objectives
 - g. Benchmarks for measuring success of the course or program
 - h. Enrollment caps (if any) and frequency of offering the course
 - i. Term when the course will be scheduled for the first time
 - j. Approval signatures
 - i. Department head/director
 - ii. Dean
 - iii. 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 source and amount 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 cost and potential for sustainability.
3. Vita for all principal investigators and collaborators (two-page maximum per person)

Please submit a hard copy to Marla Wood, 111 College Court, Campus and an electronic MS Word or PDF file to marlaw@ksu.edu.

Eligibility

Proposals will be accepted from K-State departments, centers, institutes, individual faculty, faculty teams and collaborative inter-disciplinary programs.

Review Process

The Division of Continuing Education will manage this RFP process. The DCE Advisory Council will review proposals. The DCE Dean's office will make final funding decisions in consultation with the advisory council.

Review criteria will include the following:

- ✓ Relationship to college and university strategic plans and priorities
- ✓ Special consideration will be given to proposals that seek to maximize K-State partnerships and initiatives such as the Olathe Innovation Campus (OIC), the National Agro and Bio-defense Facility (NBAF), and others
- ✓ Excellence or innovation capitalizing on recognized K-State expertise and strengths
- ✓ Documented need/demand for the course/program
- ✓ Proposed instructional design concepts and appropriate use of technology (*credit and non-credit only*)
- ✓ Proposed design/agenda for conference (*conference only*)
- ✓ Adaptability for student disabilities (*online component only*)
- ✓ Use of good practices for online learning (see below for *Principles of Good Practices in Online Learning* by the Higher Learning Commission) (*online component only*)
- ✓ Reasonable budget showing enrollment capacity and projections
- ✓ Time line that presents a reasonable projection of when offering will be available
- ✓ Demonstrated matching funds to fully fund the development effort
- ✓ Commitment by department to the ongoing offering of the course/program within one year after the grant is made

Program Rationale and Program Interests:

Kansas State University and the Division of Continuing Education recognize the fast growing national and international market for online programs. In particular DCE is attempting to

reach those individuals who are place bound, due to employment and family obligations and are unable to access Manhattan or Salina campus classrooms. Yet, they acknowledge the need for furthering their education, and many wish to obtain a degree from Kansas State University. At the same time, while the market is growing, the competition and quality of online programs are rapidly expanding. Thus, K-State must incorporate the highest standards of excellence into its online teaching.

DCE plays a strong role in enabling the University to remain responsive to citizens. Non-credit programs bring K-State faculty together with working professionals, researchers, and government officials, allowing an information channel to flow so K-State can better identify and meet the needs of those who are not traditional K-State students. Conferences and non-credit programs provide a means for K-State to provide the continuing education demand.

To help enhance K-State's outreach efforts the Division has set aside funding to assist with the new development of distance learning courses, programs, and conferences. Our strong interests are in the following areas:

- Courses that augment existing programs delivered through DCE, i.e. bachelor's degree completion, on-line master's degrees and certificate programs
- New innovative courses and programs related to K-State's areas of excellence
- New offerings that meet a critical workforce shortage
- Interdisciplinary and collaborative programs
- International partnership programs
- Continuing education for re-licensure

Use of Grant Funds

Grant funds may be used for funding the partial salary of a faculty member, a graduate student, and/or a course designer to develop the online material. Funds may also be used to purchase course design software, technology equipment, studio time, or videography services. Funds to support conferences may be used to cover any of the services provided by DCE, an outside speaker, etc. A match of time or dollars is highly encouraged. Awards will range up to \$5,000 for a course and \$50,000 for a program. Fifty percent (50%) of the award funds will be available immediately upon the initiation of the project and 50% of the award funds will be available upon completion.

Contact Information:

Sue Maes, Dean	scmaes@ksu.edu	532-3110
David Stewart, Assistant Dean (credit offerings)	ads@ksu.edu	532-2580
Lynda Spire, Assistant Dean (conferences and non-credit offerings)	lspire@ksu.edu	532-2568

Attachment: Introduction to the Division of Continuing Education

Resources for Online Teaching and Online Programs

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

E-Class Creating a Guide to Online Course Development For Distance Learning Faculty
<http://www.westga.edu/~distance/ojdla/winter34/gerson34.html>

Expectations for Classroom Setup and Online Teaching
http://www.umuc.edu/distance/odell/ctla/expectations/online_exp_doc_042105.pdf

Principles of Good Practices in Online Learning
<http://www.ecinitiatives.org/publications/principles.asp>

Accessibility Guideline
www.ksu.edu/dss/k-access/checklist.html

Kansas State University Division of Continuing Education

BACKGROUND AND INTRODUCTION

The mission of K-State's Division of Continuing Education is to extend Kansas State University's intellectual resources through quality degree programs, lifelong learning, and professional development opportunities.

A partnership between an academic unit and the Division of Continuing Education (DCE) ensures an active link between the university's academic offerings and adult learners in the workforce and allows K-State to extend classes and services to people throughout Kansas, the nation, and the world.

DCE is a one-stop source for the delivery of distance and off-campus education, development of non-credit offerings, and assistance with conference planning.

DCE works in partnership with IT units, faculty, and administrators to offer total solutions for delivering programs, courses, projects, and conferences. DCE staff can review and assimilate information about faculty and departmental projects, and then help the faculty gain access to technical competencies and capabilities to tailor just the right solution for the task at hand.

DCE 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 K-State faculty members have been nationally recognized for their innovation and excellence in online program development and in distance education.

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

This procedure is intended to help direct the use of incentives and financial support to programs and courses that are closely aligned with K-State priorities, and to focus innovation and expansion on the stated directions, identified areas of excellence and growth, and the strategic goals of the university, the Office of the Provost, the individual academic programs, colleges, and the Division of Continuing Education.

***Application for Distance Learning Proposals
Division of Continuing Education***

Name of Project or Program:	
Principal Investigators:	
<i>Cover Letter (complete the following – if necessary, adjust line spacing to stay within one-page limit):</i>	
a. Course or program title:	
b. Brief description:	
c. Target audience:	
d. Potential impact:	
e. Relationship of project to program, college or university strategic goals	
f. Program objectives	
g. Benchmarks for measuring success	
h. Enrollment caps (if any) and frequency of the offering	
i. Term when the offering will be scheduled for the first time	

The following documents must be completed and attached with this document:

1. Project narrative (three pages maximum).
2. Budget and budget justification to include amounts allocated to faculty and to technical support for course development. Budget should also include source and amount of any college, department or other matching support.
3. Vita for all principal investigators and collaborators (two-page maximum per person).

Signatures Required:

Principal Investigator(s)

Principal Investigator(s)

Department Head(s)

Department Head(s)

Dean of College

Submit all documents to:

Marla Wood

111 College Court

OR

marlaw@ksu.edu