Distance Education Grant

2020-21 AY
Introduction

This grant is designed to support academic programs that wish to forward the access-oriented mission of our institution through distance education. UW-Green Bay’s four campuses and its seven modalities uniquely position our academic programs to reach students from the northern suburbs of Milwaukee to Michigan’s Upper Peninsula and beyond. Times have changed and learning environments that were once niche have become more common, such as: virtual classroom, interactive classroom, hybrid, blended, and in-person with streaming capabilities. The goal of the Distance Education Grant is for departments to harmonize the experiences of students and instructors across the many learning environments and physical locations of UW-Green Bay.

This grant seeks to build upon the good work instructors did to respond to the COVID-19 pandemic. Pivoting to new modalities required a lot of preparation and planning, but the changes in modality allowed our programs and courses to have a broader reach throughout our region. As we moved through the fall semester, we all experienced pain points where technology could not meet our vision for teaching. The Provost Office has increased the total amount of grant dollars available to reach additional programs in 2021-22. This year’s grant also offers the possibility of one-time funds for specific hardware or software purchases that would help surmount specific disciplinary hurdles that impeded teaching and learning in distance education modalities.

As you work on the application below, please reach out to Nichole LaGrow (lagrown@uwgb.edu) in the Center for the Advancement of Teaching and Learning with questions as they arise.

Please consider applying if your department or program (e.g. FYS or Gen Ed)

- Seeks to develop strong offerings in one or more distance modalities.
- Or, intends to offer courses required for a major across our four campuses.
- Or, wants to increase general education offerings at the locations, through interactive classroom, in-person with streaming capability, or virtual classroom instructional modalities.
- Or, will develop or revise a program for distance delivery.

Goals for the grant

1. Build capacity of instructors to design courses across their chosen modes of instruction.
2. Enrich student experience through high-quality curricular and course design.
3. Develop an equitable learning experience across the modalities in the curriculum.
4. Increase access to general education and/or core program curricula throughout the region.
General expectations

1. Program faculty and staff will work closely with CATL and the Assessment Coordinator throughout the entire grant period.
2. Program faculty and staff will work with student support offices and/or partners who provide student support resources.
3. Courses designed or redesigned as part of the grant will go through a review process.

Who may apply?

Programs that are invested in expanding and improving their curriculum taught via distance modalities are eligible. This may include online, blended, interactive video, and/or live-streamed courses. As articulated above, it may also include programs that intend to expand their curriculum or general education offerings to all four UW-Green Bay locations.

Does everyone in the program have to participate to be eligible?

No. A subset of program faculty who wish to work on the curriculum may come together to apply for the grant. It may be written by one person with letters of commitment from those who will participate. Note that this grant supports program faculty working collaboratively to improve and expand their distance education curriculum, not individual courses, so your narrative should articulate how your project enhances distance learning pathways and the student experience across your program.

To apply

The application asks you to respond to the prompts below. Please limit your responses to 250-500 words per section.

Submit applications through Qualtrics by clicking on this link.

If selected, the first task will be to work with the Center for the Advancement of Teaching and Learning to develop a project plan for the work you will describe below. You may wish to visit the grant homepage to see what the project plan entails.
Narrative overview

Please describe your department or program’s intent for applying for this grant. How do you envision your distance education offerings changing? Why is your department or program interested in this grant? How will this grant improve the student experience?

Courses

Which courses in your curriculum will you target (gateway courses, capstone courses, general education courses, etc.)? Why did you choose these courses? What student need will you address (equity, access, enhanced learning, etc.)?

Curriculum and Assessment

How will this grant enhance your curriculum? How will it enable your department or program to coordinate its efforts across campuses and learning environments? How will the overall student experience in your program improve through working on these courses?

Courses taught by associate lecturers

To what degree will courses commonly taught by associate lecturers be a part of the proposed project? How do you envision incorporating those courses into the project?

Modalities

Which learning environments will you wish to develop your courses to serve or serve better (online, interactive classroom, virtual classroom, etc.)? How, if at all, will your department build upon work that instructors have done (and are doing) in response to the COVID pandemic? How will all students have an equivalent experience regardless of the mode of instruction?

Technology

How would you like to use technology to resolve a teaching challenge? Your discussion response can focus on a need in a specific course or a need throughout the program.

Personnel

Please list the people and the roles they will play on the grant. We also ask for letters of support from deans and department chairs which show enthusiasm for this project.
Roles
The asterisk (*) indicates that a letter of support is needed from this person or these people.

**Project lead(s):** person/people who will liaise between department and CATL. Person/people in charge of ensuring that milestones are met. Upon receiving the grant, they will also work with CATL to create a project plan. *Letter of support is only needed if project lead is not the person submitting the application.*

**Instructors***: which instructors will work on courses in this project. Which courses will they develop?

**Department chair***: May also be the project lead and letter should show support of the project.

**Dean***: May be project lead and letter should show support of the project.

Supplementary budget information

Budget proposal
The Provost Office is providing funds to programs to support the creation or significant redesign of program curricula and courses that are offered via distance modalities. The budget may include the following possible expenses:

- Budget for faculty/staff time
- Program-specific technologies
- Budget for resources (e.g., course materials)
- Budget for external professional development costs
- Budget for other foreseen costs

**Recommended budget range:**
The Provost Office recommends that your program budget fall between $12,000-15,000. Note that it may be possible to find additional funds to support technology purchases that would benefit the university community broadly.
Faculty/Staff Time

The Provost’s Office designed the Distance Education Grant to support programs and faculty as they engage in substantive work to expand and improve their distance education offerings. As part of the project, all programs will engage in curricular development and alignment; course development and redesign; and a quality assurance process using peer review. As such, we provide the following recommendations for stipends for each member of the grant team. You will have the opportunity to propose alternative amounts and a space to provide your justification for the difference.

Project Lead(s): $500 per lead

Each project should have one or two leads depending on the scope of the project. Project leads will be charged with scheduling meetings with CATL and student support staff, supporting the project team to meet benchmark goals, and writing the final report for submission.

Stipends for Project Engagement: $1000 per participant

Each faculty/instructional staff member who participates in the Distance Education grant will be asked to attend a series of meetings and consultations to support curricular design, program development, and professional development. For professional development, participants will help pilot UWGB’s newly developing distance education certificate program. As part of the stipend, participants to work toward certification in their chosen modes of instruction and provide feedback on their experience for improving the program.

Stipends for Course Development: $1000 per course

We recommend that any faculty/staff who are designing a course within a new modality receive a total $1000 for designing each course and completing the quality assurance process. Faculty/staff who taught the course in the modality as part of remote teaching are able to articulate whether they wish to develop a new course or revise their course (see below). CATL is happy to help faculty discern what may work best for them.

Stipends for Course Redesign: $500 per course

We recommend that any faculty member who is redesigning a course to teach in the same modality to meet the project’s requirements (e.g., quality assurance checklist, integration of student support services) receive a $500 stipend per course redesign.
Technology:

If programs have a specific technology in mind they wish to purchase, they may request it as part of the budget. Note that the grant cannot support continued maintenance or licensing past the project dates, so programs will wish to ensure long-term support of any purchasing going forward.

Additionally, this grant is not designed to replace or supplement the Laboratory Modernization Grant. Major purchases for discipline-specific hardware should go through the Academic Dean or the Laboratory Modernization Grant.

Note that UW-Green Bay is in the process of purchasing new technologies to better support teaching within “hyflex” classroom environments and interactive video classes. Programs will not have to request the purchase of technology to support either modality as part of their grant budget; rather, they will have the opportunity to inform what the university purchases.

If you have any questions about what technologies you may wish to consider as part of your budget proposal, please reach out to CATL at catl@uwgb.edu.

Resources:

Programs may also request funds for classroom materials or resources to support the outcomes for their grant proposal.

Professional Development:

Programs may also request funds for the cost of professional development external to CATL (e.g., attending a conference that relates to the outcomes of the project; providing an honorarium to a specialist who may support the program’s curriculum or offerings).

Other:

Other necessary costs that the program may accrue as part of the project may be included in the budget proposal. Note the grant is not designed to support new hires.