

REQUEST FOR PROPOSALS HYBRID LEARNING COURSE REDESIGN AND DELIVERY

The Office of the Provost invites faculty to apply for funding to support redesign and delivery of courses using innovative, technology-rich pedagogy and learning strategies. We welcome “flipped” class designs, synchronous and asynchronous delivery methods, and IT-enabled adaptive learning strategies.

A key goal of this fund is to measure the effectiveness of these designs, delivery methods and learning strategies, and to improve instructional delivery and learning outcomes of Columbia University students from all disciplines.

Instructors of courses selected will have access to the resources and support of the Columbia Center for New Media Teaching and Learning (CCNMTL) in the form of content development, instructional design, media production, systems integration, assessment and project management. Courses selected will receive in-kind support from CCNMTL and will also be funded from \$5,000 up to \$20,000 for a one-semester period.

Eligibility:

- Full-time and part-time faculty.
- New or existing courses which will become hybrid through this award; (or) new or existing courses that have begun the process of becoming a hybrid course; (or) new or existing courses who are well into the process of becoming a hybrid course.
- Courses to be offered during either spring 2015, summer 2015 or fall 2015.
- Prior meeting with CCNMTL is strongly recommended to help develop a project plan (see below). Please contact ccnmtl+rfp@columbia.edu to schedule a meeting. In addition, the Office of the Provost and CCNMTL will hold a town hall meeting to answer questions about the RFP on Friday October 24 at 3pm in Butler Library room 203.

Proposal Requirements:

- I. Cover Sheet.
- II. Course Description (250 words) Describe the course as it currently exists. If launching an entirely new course, discuss your vision of the new course.
- III. Plan of project – Limited to 5 pages or less.
 - Describe the current design of the course along with student enrollment figures and support for the redesign of this course.
 - Describe how the course redesign will structure the student learning experience through enhanced interaction with the course materials, instructors, faculty and other students.
 - Describe the technologies to be used and how they will be incorporated to change the format and delivery of the course. This should be covered in-depth.

- Provide goals from redesign and enhancement of the course and a plan that describes how the course's outcomes and effectiveness will be measured.

Proposals should be written without excessive jargon and in a style that is clear to reviewers who are not experts in the specified area.

- IV. Budget and Budget Justification – 1 page: Detail in-kind support needed from CCNMTL and additional funding of \$5,000 to \$20,000. Funding can be used for course preparation, external course content, technology and media development costs, administrative costs and teaching assistants/course assistants. Please mention all other sources of funding if any.
- V. A letter of support from the applicant's department chair or vice dean must be provided. In order to provide the review committee with additional information on which to base a funding decision, department chairs or vice deans are invited to provide comments on the importance of the proposal plan to the department and school.

Submission Procedure:

Proposals must be submitted by the Dean's office of your school (one PDF file for each proposal, in the order of the proposal requirements). Submissions should be made via email to ccnmtl+rfp@columbia.edu, with the subject line of "RFP Hybrid Learning: [Last Name of Applicant]." An email confirmation that the proposal submission has been received will be sent within 24 hours.

Deadline:

The deadline is **Monday November 10, 2014 at 5pm**. There will be an additional RFP issued in Spring 2015: We recognize that many faculty are in the early phases of considering new approaches to course design, and may require more time to develop their ideas. This additional RFP will cover courses to be offered in fall 2015, spring 2016 or summer 2016. We look forward to continuing to support Columbia faculty as they develop new and exciting enhancements of teaching and learning at the University.

Review Process:

Proposals will be reviewed by a committee of faculty representing a range of disciplines and schools, which will provide a recommended set of awards to the Provost.

Notification:

Selections will be made by November 24, 2014. Faculty will be notified of award amount and will be assigned a CCNMTL educational technologist who will serve as their primary contact for the program, providing educational, technical, and assessment support.