

REQUEST FOR PROPOSALS
HYBRID LEARNING COURSE REDESIGN AND DELIVERY
Spring 2015

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 technology-enabled adaptive learning strategies.

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.

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.

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 fall 2015, spring 2016 or summer 2016.
- A 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.
- The Office of the Provost and CCNMTL will hold a town hall meeting to answer questions about the RFP on Friday, March 6, 2015 at 11:00am 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 course materials, instructors, faculty and other students.
- Describe, in depth, the technologies that will be used and how their inclusion will change the format and delivery of the course.
- 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 in a style that is accessible 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 to base their 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:

Faculty submitting a proposal must complete the proposal application form at <http://bit.ly/rfp-sp2015>. Final proposals must be submitted by the Dean's office of your school (one PDF file for each proposal) 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, April 6, 2015 at 5:00 P.M. There will be an additional RFP issued in fall 2015. Future RFPs will cover courses to be offered in 2016 and beyond. 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, who will provide a recommended set of awards to the Provost.

Notification:

Selections will be made by April 22, 2015. Faculty will be notified of the award amount and will be assigned a CCNMTL educational technologist who will serve as their primary contact for the program, and will provide educational, technical, and assessment support.

Reporting:

Awardees will be expected to submit a two-page summary report, and a description of expenditures. The report should summarize the project, along with insights and conclusions. The report will be important in informing other faculty efforts across campus to develop hybrid learning approaches and in providing input to the Office of the Provost as it continues to develop initiatives to support teaching and learning.