

To: All UL Lafayette Faculty
From: Dr. Luke Dowden, Director of Distance Learning
Subject: Request for Proposals for Electronic Course Designs

In order to successfully meet increasing student demand at the University, the immediate increase of strategic online course offerings is needed. By dedicating existing distance learning budget resources, the Office of Distance Learning is making a significant investment in this initiative by offering a limited number of course design stipends.

All faculty members interested in developing and teaching hybrid and online courses are encouraged to respond to this request for proposals by reviewing the guidelines and completing the appropriate application posted on <http://distancelearning.louisiana.edu>.

There are two course design award levels.

- Level A – Create a new online Undergraduate general education course or an online course supporting an online program (see Level A Priority List)
- Level B – Significantly improve an existing hybrid or online course design (15 awards maximum)

Course design stipends are available for an individual or a group of course designers.

The deadline to complete the application is **Friday, October 25, 2013, at Noon**. Please use the appropriate application for the award level (Level A or Level B as described above). A fillable PDF application can be downloaded from <http://distancelearning.louisiana.edu>. A scanned copy of the completed and signed application can be emailed to distancelearning@louisiana.edu, or one signed hard copy may be placed in the Distance Learning mailbox in Martin Hall or hand delivered to Room 125 in Dupre Library.

Applications must be endorsed and signed by the department head and academic dean. The proposed new online course (Level A) or redesigned hybrid or online course (Level B) should be offered in the Spring, Summer, or Fall 2014 semester. Please read the attached guidelines for submission carefully. The University has adopted Quality Matters© (QM) as the official rubric to guide the design of hybrid and online courses. Any faculty that teaches an online or hybrid course must be ULearn certified before the course can be taught, but not to participate in this solicitation for proposals. Email any questions to distancelearning@louisiana.edu or call 482-6022.

Level A
Undergraduate General Education and Support Courses
Priority Wish List for Online Development

Momentum Courses for Freshmen & Sophomore Students to Stay on Track with Degree Plan

- ☞ Modern Language requirement (French or Spanish 101 as well as other options)
- ☞ English Literature options (other than 201)
- ☞ Science elective (Geology 105, Geology 106, Physics 160, Biology 121, Environmental Science 150)
- ☞ Economics (201, 202, 300)

Courses Needed by Students in Undergraduate Online Degree Programs

- ☞ Arts electives
- ☞ ACCT 201
- ☞ Behavioral Science electives (200 level or above)
- ☞ CMCN 310
- ☞ ECON 425
- ☞ History electives
- ☞ Math 210
- ☞ MGMT 365
- ☞ Sociology electives

**Office of Distance Learning
Electronic Course Design Proposal
Submission Guidelines (Fall 2013)**

Incentives Available

Level A: Design of a new online course offering (Undergraduate General Education or Support Courses):

- \$3,333/4 credit course
- \$2,500/3 credit course
- \$1,667/2 credit course

Level B: Significant improvements to an existing hybrid or online course offering (15 maximum awards):

- \$500 regardless of number of credit hours awarded or course level (undergraduate/graduate)

Policies for Level A & B

1. A faculty member who is awarded a stipend for either level will be required to be ULearn certified before the course is taught.
2. A faculty member who is awarded a stipend for either level will work on course development with the Office of Distance Learning for adherence to quality standards.
3. Payment of the stipend will be made while the course is being designed with final payment held for completion of identified benchmarks.
4. A faculty member who is awarded a stipend will be required to have the course initially “certified” or recertified according to the guidelines adopted by the Distance Learning Leadership Council within one year after the course is initially taught.
5. If two or more faculty members are working in collaboration on developing an online course, the stipend will be split evenly among all designers.

Policies for Developing a New Online Course (Level A):

1. Only one stipend will be awarded for the same course number per department. The Department Head will make the final decision if more than one faculty member applies for a stipend for the same course.
 - a. Note: If a Department Head approves and submits multiple applications for the same course number, none of the applications will be considered for funding.
2. One “model” course should be developed per course number. The Department will be required, to use this model course for multiple sections of the course being taught by multiple faculty members. A “design once, deliver many” strategy will allow for consistency in information being taught to students and lead to more consistent student success in the initial online course offering and in subsequent course offerings of the same course in future semesters.

Policies for Improving an Existing Hybrid or Online Course (Level B):

1. A faculty member who is currently teaching a hybrid or online course may apply for a stipend to improve that course. The course can be an undergraduate or graduate course.
2. Stipends will be awarded for e-learning improvements/upgrades. Such upgrades may include, but are not limited to, the addition of synchronous learning elements to the course, addition of captured lectures, implementation of a template, and/or use of pod-casting or other media.
3. Updating course content only is a basic responsibility of all faculty members and does not qualify for a stipend. A significant change or instructional innovation must be demonstrated.

Expectations for Teaching a New Online Course or Redesigned Hybrid or Online Course:

1. A faculty member who is awarded a course design stipend is expected to teach that course within three (3) semesters (spring, summer, or fall) following the awarding of the stipend.
2. There will be no additional pay for a faculty member teaching an online/hybrid course as part of his/her regular teaching load.
3. Overload courses will be paid per University policy.
4. The Department Head in conjunction with the Dean and the Provost/Vice President for Academic Affairs will determine the appropriate class size and work load for the individual faculty member.