



OSR Course Redesign Program

GENERAL APPLICATION GUIDELINES

Deadline November 17th, 2017 by 11:59pm.

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Program Description

The OSR has launched a university-wide initiative to promote and support course and programs design and redesign initiatives centered on the successful implementation of high impact practices (HIPS) involving students in research and creative activities. Specifically, the program is committed to providing \$4,600 per course and/or program that will be developed or redesigned to incorporate faculty/student research and creative activities. Funds may be used for (1) course buyout for a faculty member to work on the project and/or (2) wages for assistance with the project. Funds must be spent by May 31st, 2019.

All undergraduate classes are open to the program. Since specific techniques chosen by faculty to develop or redesign their courses and/or program will vary depending on the discipline, course size, and other factors, a committee comprised of faculty members from each college will review proposals.

For this course redesign, we define research and creative activities as encompassing all forms of scholarship and creative activity, and is an investigation or inquiry conducted by a student, under the mentorship of a faculty member, which contributes to a high-level intellectual or creative outcome.

Faculty members selected to receive a grant are encouraged to apply for a Peer Research Consultant (PRC) for assistance with the implementation of their course. For more information about the PRC program, please visit osr.csusb.edu.

Eligibility

Any full-time faculty member, tenured or tenure-track from any department is welcomed to apply. Adjunct faculty may serve as collaborators on a grant. Each application must be supported by the applicant's chair/program director with a letter of support. Two or more faculty working collaboratively may submit a proposal for a single grant. Faculty should use program for release time to update course.

Members of the evaluation committee are ineligible to apply.

General Submission Guidelines

All applications should be submitted through the online application portal Qualtrics. Applicants will receive electronic confirmation that the proposal has been received and accepted within 72 hours. If you do not receive a confirmation within that time, please contact our office to confirm receipt.

If you experience any problems or have questions regarding the grant program, please contact the OSR at [\(909\) 537-5058](tel:9095375058).

DOCUMENT GUIDELINES

Completed applications are due by **November 17th, 2017 by 11:59 pm.**

1. The proposal file must be uploaded in PDF format.
2. The applicant's name(s) should not appear anywhere on the proposal except the cover page.
3. Please use Times New Roman or Arial font at 12-point size.
4. The right and left margins must be no smaller than 0.75 inches. Top and bottom margins must be no smaller than 1 inch.
5. Please number the pages consecutively beginning with the cover sheet.
6. The complete document must contain the items below and in the order given.

PROPOSAL FORMAT

Research Format

The proposal should be 3-5 pages, double-spaced.

- 1. Description of the project.**
 - A. Provide a brief description of the course and students enrolled (number of students, class standing, typical majors). Current methods used for instruction, and why you are seeking to incorporate research and creative activities (RCA) into this course.
 - B. How does the introduction of RCA address the need in item one above? In what way does the new design differ from existing practices?
- 2. High Impact Practices**
 - A. Explain how the RCA/HIPs will be integrated into the course.
- 3. Sustainability**
 - A. Indicate when you plan to offer the course in the new format. Also, explain how you intend to ensure that the course will be offered several times in the new format (at least three times).
- 4. Impact on learning**
 - A. Describe how you expect this project to improve student engagement and student success.
 - B. What kinds of questions will create a sense of curiosity about your course and drive the inquiry process that you want students to engage with throughout the course?
 - C. In addition to what you want students to know, what critical thinking habits do you want students to develop and practice throughout the course?
 - D. What is your role, as a faculty member, in motivating students to take responsibility for learning the course material? How will you work to achieve this?
- 5. Assessment**
 - A. Include a proposed assessment plan. Multiple methods of assessment are encouraged. What does successful 'critical thinking' look like in your course and field of study? How will you, or could you know that your students are progressing as critical thinkers?
- 6. Timeline**
 - A. Include the proposed timeline for the project from the preparation and planning to final delivery. Please include the percentage of the faculty participants' time that will be devoted to the project (based on a standard 160 hours/course as indicated on Effort Report Form).

7. Budget

A. Explain how and when funds will be used.

8. Semester System

A. As the campus prepares to move toward a semester system, how do you plan to update your class for semester delivery?

Review Criteria

Applications for the Course Redesign grants will be competitively evaluated by OSR Awards Committee which consists of 2-3 faculty reviewers per college. Faculty will evaluate the proposals from their respective colleges. The number of grants awarded depends on budgets and the funds available each year.

SCORING RUBRIC FOR COURSE REDESIGN GRANT

	Maximum 3 points per section
1) Problem/Need Statement	Provides evidence and statements of the significance of the course redesign.
2) Innovation and Impact	Provides strong evidence that the course structure is innovative, original, and creative.
3) HIPS	Research and creative activities are highly incorporated in the course.
4) Sustainability	Evidence is provided outlining that the faculty will be able to teach the course several times in the new format.
5) Potential Impact	Provides a clear outline of the enhancement of student engagement, meeting learning outcomes, and leading to student success.
6) Assessment	Assessment measures are well thought-out and explained. There are multiple methods of assessment measures indicated.
7) Time Commitment	Provides clear evidence of planning the course redesign, implementing the course, and assessing the outcomes of the redesign on student learning.
8) Budget	Provides a detailed budget of how funds will be spent. Also describes any additional funding sources.
9) Semester System	Clearly states how this redesigned course will be transferable into a semester system.

Grant Obligations

All awardees of the Course Redesign grants agree to the following terms:

1. Proposed course/program implementation date: Faculty may begin implementation of the course at any time (spring, fall, winter for a quarter system or fall and spring for a semester); however faculty must start teaching the newly created or re-designed course or program within one year. After implementation, the newly created/re-designed course or program must be taught at least three times in the new format within three calendar years.
2. Progress Report: (1) Provide explanation on your overall experience with the implementation process, (2) What are the results of the assessment as presented in the proposal? (3) How are you addressing the Institutional Learning Outcomes (ILOs)?

All progress reports must be due within one-quarter of the first implementation.

3. Final Report: Submitted within one year after course/program implementation. The report should include:
 - Summary of project
 - Results of course assessment
 - Analysis and discussion of assessment addressing how the redesign changes course outcomes and students success

Reports should be emailed to osr@csusb.edu.

4. Encourage students to participate in at least two of OSR programs or activities. Students can attend workshops, events, volunteer, or serve as an editor for the OSR Journal of Student Research. Faculty are also encouraged to attend events.



Default Question Block



Course Redesign Grant Application

Please note: If you choose to leave and complete the application at a later time, the application will only be saved if you return to the same computer.

Deadline: November 17th, 2017

All supporting documentation should be submitted at the time of the application submission.

Applicant Information

First Name:

Last Name:

Preferred Email:

Primary Phone:

Coyote ID:

Position Title

Professor

Associate Professor

Assistant Professor

College:

Department:

Are you applying with a co-applicant?

- Yes
- No

If yes, please provide the co-applicant's information:

First Name:

Last Name:

Preferred Email:

Primary Phone:

Coyote ID:

Department's Chair Information:

Full Name:

Email:

Extension:

Requesting Funds for: (check all that apply)

Course Buyout

Student Assistant

Course Number:

Course Name:

Expected # of Undergraduate Students:

Expected implementation terms:

Please upload your proposal here:

Chair/Director Approval Letter:

Thank you for your application!

If you do not receive a confirmation within 72 hours, please contact Danielle White (dnwhite@csusb.edu) to confirm submission.

Block 2

View Only

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