

## Call for Proposals: 2006-2007

### New Online Learning Programs and Online Program Enhancements

#### Extended Learning Sub Meet and Confer

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#### Background/Introduction

For the purpose of continued development and growth of the online initiative at Minnesota State Mankato, the Extended Learning Sub Meet & Confer is requesting proposals for funding to develop and implement new online programs or for funding to enhance existing online programs. Previously funded programs from the RFP process are eligible to apply for enhancement funding.

Applicants should be aware of the fact that issues of accessibility and/or accommodation for students with disabilities may need to be addressed in the delivery of online education programs. In addition, program proposals should address programmatic accreditation, if appropriate, and/or best practices as identified nationally. (See <http://www.wcet.info/resources/accreditation/> for national standards). A variety of resources are available on-campus to assist with information and advice. The Office of Extended Learning is the starting point and point of contact for accessing a variety of campus resources that may be of assistance as applicants are developing their proposals.

#### A. New Online Programs

The sequence of courses should be carefully selected to create a program of studies that leads to some meaningful and defined benchmark (degree completion, core requirements, licensure, certificate, professional opportunities etc.). It is critical that any proposed online program should address the needs of a sizeable audience, and therefore has the potential to become self-supporting by attracting a sufficient student enrollment.

#### B. Existing Online Programs

Existing online programs may apply for funds which will be used to enhance or expand current program offerings, incorporation of new technologies into courses, faculty support, new course development, etc.

#### RFP Awards

The new online programs that are funded through this RFP process will receive a monetary award of up to \$15,000. It is anticipated that online program enhancements will be of a smaller scope and funded according to that scope. The proposal funding can be applied towards: reassigned faculty time, GA salary, summer buy-out, adjunct faculty hiring, travel, technology training, marketing or infrastructure requirements, etc., which will most benefit the success of a selected online programs. New online programs funded

through this RFP process must have online courses developed and available to students no later than spring of 2007. Online program enhancements, funded through this proposal process, must be in place by spring 2007. The Office of Extended Learning will coordinate the marketing and promotion of these online programs to encourage a self-sustaining number of student enrollments.

## **Final Report**

A final report which summarizes the accomplishments of the awarded project and provides a budget summary will be submitted to the Dean of Extended Learning no later than June 30, 2007. The primary purpose of the summary report is to share the project's experiences and accomplishments with the university community and to provide encouragement for additional development of online delivery where appropriate. The summary report also demonstrates the value and the return on investment when university funds are utilized to support the initiation of online programs and online program enhancements. At a minimum, the summary report should provide discussion of the following:

- Describe the project's accomplishments in relation to the proposed objectives. Describe how objectives were or were not achieved and relevant factors related to objectives.
- Explain whether or not the project will be continued or maintained now that funding has been depleted. Why?
- Based on the experience, describe what, if anything, the project director and other project personnel would do differently. Based on this project's experience, what advice or relevant thoughts can be shared with other programs considering the move into online delivery or online program enhancement?
- Summarize how the funds from the award were utilized. Particularly discuss any modifications or revisions of the budget that was originally proposed. Did funding prove to be adequate in relation to the proposed objectives?
- Discuss any additional thoughts, suggestions, concerns, etc. related to funding for online program delivery or online program enhancements.

Note: Primary proposal writers may also be asked, within reason, to respond to questions from future potential applicants.

## **To Submit a Proposal New Online Programs**

Please provide a written proposal that describes the program of studies, the specific courses, and overall goals. Include all faculty or other personnel who will be involved with the production and implementation of these online courses, and how each will contribute to sustaining this program. The final proposal should be sent to: *Dean Patricia Lipetzky, Co-Chair of the Extended Learning Sub Meet and Confer, Alumni Foundation Center 116*, where it will be distributed for review and evaluation by a sub group of the Extended Learning Sub Meet. The due date for receiving these proposals will be Friday, March 31, 2006 by 4:30 pm.

Each proposal should contain the applicant names, the department or college, a title for the e-learning program, and signatures from the department chair and the college dean which acknowledge that they endorse and support the development of this online program of studies. Each funded program will be required to also develop an online program web site and complete MnSCU forms for posting on MnOnline. Proposals should address criteria points A-E and should adhere to the following organization and format. Major headings: Criteria Point A, Criteria Point B, Criteria Point C, Criteria Point D, Criteria Point E. Within the discussion, submitters should address all of the listed sub points for each criterion. The maximum proposal length for the RFP, without appendix material, is 10 pages.

Applicants can locate abstracts of projects accepted for funding at the Extended Learning website under DLTF Archive ( [www.mnsu.edu/ext/dltf](http://www.mnsu.edu/ext/dltf) ).

### **Online Program Enhancements**

For previously funded programs, submit the final report for your program and attach an explanation, if appropriate, of changes which have occurred since the final report was filed (additional courses added, changes in personnel, different audience needs addressed, program growth generally, etc.). In addition, specifically describe the types of enhancements for which funds are requested, a rationale for them and a detailed budget. For online programs that did not previously receive funding, information similar to a new online proposal is requested.

### **Criteria for New Online Programs**

A. Briefly explain the proposed program of studies and the individual courses this would entail. Include the significance and major content of each course, plus the responsible faculty member(s). Also provide the critical competencies that are addressed; how these courses fit into an overall degree curriculum, and what other academic or professional opportunities this program may lead to.

B. It is very important to consider the target audience for this program of studies. Please depict who are the potential students; what are their educational backgrounds and current constraints; where are they located; why they need and would be motivated to attend such a program. Provide any pertinent demographic information about the target audience, including the estimated size and growth of this population for employment needs. This type of information should be available from the Minnesota Department of Employment and Economic Development at: [www.deed.state.mn.us](http://www.deed.state.mn.us). Similar information may be available on-campus from [Library Services](#) and [Distance Learning Task Force](#).

C. Describe the current “readiness” of these courses for online delivery, including any recent course development. Provide any experience, education, or training that involved faculty or department personnel with producing and teaching courses in an online environment. Address program accreditation issues and/or national standards (see <http://www.wcet.info/resources/accreditation/> ). Also include a learning assessment plan, a requirement for all MSU programs.

D. Briefly describe the delivery methods and instructional strategies that would be used to develop course offerings. Include specifics as to software requirements, additional use of technology, multimedia, gaming and simulation.

E. Describe the type of assistance, faculty incentives, equipment, or services (Library, ITS, Learning Centers etc.) you need to accomplish placing or developing this program for the online environment. This should include a detailed budget description for developing these courses and how the RFP award will be allocated to meet those needs.

### **Criteria for Online Program Enhancements**

A Describe the type of assistance, faculty incentives, equipment, or services needed to accomplish the program enhancements. This should include a detailed budget description and an explanation of how the RFP award will be allocated to meet those needs.

B. If appropriate, describe any new audiences the program hopes to attract through the enhancements.

C. If appropriate, explain how additional funding incorporates new technologies or increases access for students.

D. Briefly describe the delivery methods and instructional strategies that would be used to enhance course offerings. Include specifics as to software requirements, additional use of technology, multimedia, gaming and simulation.

E. Describe the needs which are being addressed with the proposal and explain how the enhancement requests will meet the existing needs. Why are the enhancements important? What will be accomplished, specifically and generally?

F. Describe how enhancements address program accreditation and/or national standards (see <http://www.wcet.info/resources/accreditation/>).

### **Checklist of Significant Dates:**

\_\_\_\_\_ Proposal due to Extended Learning Office no later than March 31, 2006, 4:30 pm.

\_\_\_\_\_ Course available to students no later than Spring semester, 2007.

\_\_\_\_\_ Final report of funded project due to the Dean of Extended Learning no later than June 30, 2008.

Prepared 2/8/06