# Online Program Development – Call for Proposals

**Deadline: February 28, 2020**

The Office of the Provost and Academic Technology and Outreach seeks proposals from faculty to increase online education and to support faculty in order to **enhance the quality of existing or new programs and course development**. This RFP supports MSU’s land-grant mission of access including:

1. serving the needs of Montana citizens who are interested in developing their skills and advanced knowledge but have commitments that make face-to-face classes in Bozeman difficult,
2. providing greater flexibility for face-to-face students who for various reasons may find it beneficial to take some courses in their academic program online, or
3. providing students not able to stay in residence over the summer, the opportunity to earn online credits that contribute to their major, minor, or certificate over several summers.

Funds will be provided for work related to online program or course development including but not limited to:

* Adding a full or partial online degree, option, or certificate where an already approved face-to-face program exists.
* Creating a new degree or certificate program and associated courses to be delivered online.
* Creating a new online course or converting an existing course that has not yet been offered online.
* Offering a course or courses online for the first time to help support launching a new online program.

Note: Degree and certificate programs transitioning to an online format require Level I BOR approval. New degree and certificate programs require inclusion on the academic program plan, intent to plan submission and approval, and Level II BOR approval.

Budget Guidelines: Successful proposals will require participation by faculty in the Online Immersion Workshop on May 19-21 or June 9-11 of 2020 and should include a budget and budget narrative. The proposal and the budget requested will be considered by the review committee. Funds will be distributed and managed by the department and must be expended by 06/30/21.

All proposals must have the support of the department head and college dean. College deans will prioritize proposals from their respective colleges and email each proposal as a single pdf document to Jennifer.Raymond@montana.edu (ATO) no later than February 28, 2020.

Proposals should use the application template provided. The weights that will be used to score the proposals are included in the template sections.

## Resources for successful applications

1. Summer Online Immersion Workshop – successful applicants are required to participate in a 3.5 day Online Immersion Workshop held on campus. The workshop will bring together faculty teams from multiple projects to share ideas and learn from one another as they develop or modify their online courses**. The Immersion workshops are scheduled for May 19-21 and June 9-11, 2020. Faculty funded through this RFP must attend one of these workshops.** An additional workshop will be added if needed.
2. Technical and instructional design assistance for course creation
3. Quality rubrics for course and peer review
4. Marketing for the program
5. Ongoing faculty learning community that meets 2 times a semester to discuss and share good practices and challenges

## Timeline

* RFP published: January 15, 2019
* Proposals submitted to deans: (deadline set by each dean)
* Proposals prioritized and submitted by each dean to ATO by 5:00pm on February 28, 2020
* Awards announced March 2020

## Proposal Review

Proposals will be reviewed by a committee with representation from Academic Technology and Outreach, faculty, CFE, and the Graduate School for recommendation to the Provost. The review process will prioritize programs based on the relative weights listed in the template.

Questions or ideas? Please contact:

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## Online Program Development - Application Template

1. Primary faculty contact name and contact phone and email.
2. Name of program and specific courses and number of credits involved. Is this a new online course, new degree or certificate program, or transitioning an existing program (or portion of program) to online delivery.
3. Evidence of Need and Alignment with MSU’s Land-Grant Mission as outlined in the RFP: (40%)
	1. Alignment with MSU’s access mission
	2. Description of the educational needs of a clearly defined audience.
	3. Estimated student enrollment and what is the target market, e.g. mid-career professionals in specific fields, teachers in rural Montana, etc.
	4. Rationale for program conversion to fully online or blended delivery model
4. Development plan (40%)
	1. What is the planned work? Addition of online sections to existing courses? Creation of new courses? Improvements to existing online courses? Are the online sections hybrids? Will programs be completely or predominantly online? Will they have some campus component?
	2. What is the proposed staging, e.g. will the team start with one course, or a few courses, or is the plan to develop enough online sections so that students can complete an online certificate, or degree?
	3. Milestones and timeline for the work.
	4. Workload, i.e. who will do which parts of the work?
	5. What is timeline for launching the program/course?
	6. Other notes on development
5. Project team (20%)
	1. Description of prior online education experience of the involved faculty.
	2. Plan to make sure the team has sufficient time to do the work, e.g. using the funds to pay for development work, course release for faculty, or first time instruction of course(s). Note, successful programs usually involve several faculty members, with one serving as a point of contact to facilitate steps in program conversion
	3. Names of faculty attending the Online Immersion Workshop
6. Important: Budget Request: Budget may include costs related to program/course development and may support summer funding for faculty, graduate student stipends, instructional costs for offering the course the first time, etc.