

Appendix 2

PROJECT PROPOSAL FORM

Course Development and Enhancement Project

Applicant Information—Lead Applicant

Name
Position
Department/faculty
E-mail
Phone
Office location
Mailing address

Collaborating Applicant Information—Encouraged

Name(s)
Position
Department/faculty
E-mail
Phone
Office location
Mailing address
Name(s)
Position
Department/faculty

E-mail

Phone

Office location

Mailing address

Submitted by

Lead applicant signature

Dean's signature

Please attach a brief statement of support from your dean or department head.

(Proposals will be evaluated by the Inquiry Learning Action Group.)

Please submit completed proposal to the Executive Suite, A100, c/o the VP (Academic).

Date received:

Part 1: Project Detail

Course Information

Name of course

Four-letter code and number if existing course

Is this a new course or a course for redesign?

Place the course in context in a short paragraph of 150 words or fewer. (*Describe student learning outcomes, content, primary teaching methods currently used—for example, undergraduate biology course, students gain basic knowledge and concepts primarily through readings, lectures, and inquiry projects.*)

How many sections of this course are typically offered each year?

How many students per section, on average?

What percentage of section instructors will be active in planning the redesign?

Time Frame

When will this new or revised inquiry or blended-learning course first be offered? Fall 2007 or Winter 2008 or Fall 2008 (please indicate one)

When will you begin to work on your design or redesign project?

Current Course Outline

Project Goals and Rationale (800 words or fewer). Articulate how this project involves innovative course design rather than simply a series of minor changes. Describe what you hope to accomplish with this project and list the primary goals. How will both effective pedagogy and resource efficiencies be realized? Describe your vision for this course as *inquiry*, how it may involve blended learning, how evaluation will be consonant with the inquiry aspect of the course, and how it contributes to the university's academic plan. Specifically, how it will assist your faculty and department? Please detail how you believe it will affect your teaching and your students' learning. Please indicate if the students taking the course will need any special resources (for example, daily computer access). Finally, what roles will TAs or other student assistants play in the redesigned course?

Why is this project important? What are the key design or redesign issues? How is blended learning essential to the improved delivery of this course? Who will be involved? What resources will be needed?

Redesign Process (250 words or fewer). How will this project involve all faculty, staff, or stakeholders important to ensuring success?

Part 2: Project Evaluation and Sustainability Plans
(approximately 1 page).

Evaluation Plan (250 words or fewer)

List each of your project's goals and describe your plan for assessing the extent to which they are being achieved. The analysis of these data should allow you to make evidence-based claims about the efficacy of your intervention, and it would provide guideposts for future redesign. The Teaching and Learning Centre staff are available for consultation with regard to evaluation. Please note that in addition to these local evaluative measures, it is expected that all projects will be evaluated using the Inquiry and Blended Learning Student Survey, which the Teaching & Learning Centre has adapted from the National Survey of Student Engagement.

Sustainability Plan (250 words or fewer)

Assuming evaluation activities yield information to suggest that the course innovations should continue, what measures will you and your faculty or department take to ensure continuation and improvement? How will you share what you learn with others in your faculty?

Part 3: Budget Detail. If this award is intended to be applied toward release time for development, state who will be released, when, for how long, and at what projected cost. Detail any other funds that are being requested to complete the project. The anticipated maximum is \$10,000 for ten projects and \$30,000 for one large-enrollment course redesign.