Memorandum

To: Pacific Faculty and Staff

From: The Technology in Education Committee (TEC)

Date: January 25, 2013

Re: The “TEC Fund Request for Proposals (TEC RFP)”

The Technology in Education Committee (TEC) seeks proposals for projects to enhance the use of technology in teaching and learning in alignment with the strategies and goals described in Pacific 2020. (http://www.pacific.edu/About-Pacific/AdministrationOffices/Office-of-the-President/Strategic-Planning.html?utm_source=Promo&utm_medium=HomePromo&utm_campaign=Pacific2020)

Context

In 2010 the TEC was given oversight over a fund of $130,000 as a mechanism to place technology development directly in the hands of the faculty. TEC is requesting proposals for the funding of projects to be awarded this spring (and in most cases implemented in classes in the coming academic year). Awarded funds must be spent by December 15, 2013 with a final report submitted to TEC by June 15, 2014.

Throughout the TEC’s internal discussions about the purpose of this fund, a recurring theme is that it should be used for new development to enhance learning, and thus should not be used for items that the TEC feels should be purchased as part of normal university operations—buying a desktop computer for a new faculty member, repairing the projector in a classroom, etc. These are obligations that we feel are the responsibility of either the University through the OIT, or the Dean of a particular school.

We expect that proposals will address the development of new ideas and uses of technology, have high impact on students, teaching, and learning, and/or foster interdisciplinary projects that deepen learning. At the request of Provost Pallavicini to align distribution of funds with strategies and goals in Pacific 2020, we are emphasizing and encouraging proposals from individual faculty or groups of faculty to acquire expertise and competencies in hybrid/blended course delivery formats, and/or to develop and implement hybrid/blended courses in an academic program, and to assess student learning in such courses.

Hybrid or blended courses are those in which there is a blend of face-to-face and on-line learning activities. In a hybrid course, face-to-face and on-line activities are integrated to compliment and reinforce one another. Hybrid or blended courses are not offered solely on-line, but rather are courses in which web-based and face-to-face components interact pedagogically.

Pacific’s commitment to personalized interactions with students in their education is an essential part of the Pacific experience and a large component of the value of the Pacific education. The Provost has indicated that it is unlikely that fully on-line undergraduate degrees would be consonant with the value of a Pacific education. As we look to meet the expectations of our undergraduates for increasing use of technology in their education and to reach new learners, either on site or courses or programs across our three campuses, we must ensure that we continue to provide the value of a Pacific educational experience. Thus,
blended or hybrid course delivery formats, which offer advantages for students, and in some cases faculty, must be of excellent quality and consonant with Pacific’s educational value.

As Pacific develops expertise in offering extraordinarily high quality hybrid courses, it is important that those involved share ideas, best practices, etc. The Center for Teaching and Learning will provide the forum for a community of practice of those engaged in hybrid course delivery formats.

This year, $100,000 is available for allocation due to some short-term continuing commitments to last year’s funded projects.

Categories

The funds have been split into three categories:

A. **Small Scale Projects** [proposals requesting up to ~$5000]
   Proposals for initiatives that require a relatively small investment by the TEC.

   *Example:* equipment or software or training dedicated to developing or assessing a hybrid learning course or otherwise integrating technology into the classroom.

B. **Medium Scale Projects** [proposals for $5000-$20,000]
   Opportunities for individual faculty members or **groups of** faculty members in an academic program or across programs or schools/college to explore new models of teaching and course delivery that integrate face-to-face and on line pedagogies in a hybrid format. Examples include

   - Development and implementation of a series of blended/hybrid courses across in the major, including blended courses that map to curricular outcomes.
   - Development and implementation of courses/programs at sites distant from their home campus that incorporate key attributes of the Pacific experience.
   - Training for any of the aforementioned by attendance at conferences for hybrid course delivery.

C. **Large Scale Projects** [requests above $20,000]
   Requires large investment for a high impact innovative project based on technologic innovations that raise the visibility and reputation of Pacific for learning and or the scholarship of learning. Expectations are broad utility, sustainability, significant impact on teaching and learning, alignment with Pacific 2020.

   *Examples:* A new facility for interdisciplinary use across schools. New teaching lab.

Priorities

In each case, the committee will prioritize (with no particular weights):

- Breadth and depth of impact on teaching and learning
- Innovation and imagination
- Interdisciplinary consequences
- Alignment with Pacific 2020
- Assessment plan
The TEC encourages all units to submit their ideas and needs as proposals for our review. Even proposals that we are unable to fund this year illuminate resource needs, which is important information for our role in administrative advocacy. For assistance with design of assessment, please contact the Dave Hemengway (dhemengway@pacific.edu) in the Institutional Effectiveness office.

**Funding Timeline**

Proposals are due by **February 12, 2013**. We plan to announce successful projects by early March.

**Proposal Guidelines**

All proposals are expected to contain the following:

- **Title**
- **Abstract (< 150 words)**
- **Submitters’ contact information, Schools, and Departments.**
  - Identify the lead contact
  - Verify full-time faculty status of at least one submitter in the following academic year. If submitter will be on sabbatical, specify how the project will be implemented *in absentia*.
- **Description of the opportunity. (< 1000 words)**
  - Address:
    - Students, Schools, Departments, and Faculty affected, including numbers where possible.
    - Innovations of the proposal
    - Goals and Expected Outcomes
    - One-time or multi-year request
  - Proposals can be submitted which have a multi-year timeline for implementation, funding, and assessment.
- **Requested items and budget**
- **Timeline of implementation**
- **Assessment plan** – Given the expected outcomes stated above, provide an assessment plan with the following
  - To the extent possible, translate the expected goals and outcomes to specific observable behavioral learning outcomes stated with action verbs from Bloom’s taxonomy (appended to this memo) or equivalent observable action verbs that you think are more appropriate.
  - For each of the above objectives describe when and how the objective will be measured and the measurement result that would be considered showing success in terms of the expected outcomes of the project.
- **Sustainability** – how do you plan to carry on this work and transition to other funding after the TEC grant concludes?
- **Support needed**—what further infrastructure or services are required for implementation? Examples: room renovations, extra power/ network wiring, expected help desk support for the project,
- **Letters of support** are useful and encouraged, but not required.

For **Large Scale Project** proposals, supplement with the following:

- (at least one) Dean’s supporting letter.
• a discussion of the transformative aspect of the proposal, addressing how the project, if funded, would be a revolutionary step within its context.

Proposals should be submitted electronically (PDF preferred) to kdday@pacific.edu. Please use the following format:

Subject: TEC Proposal Submission: [Lead Contact Last Name] [Short Form Title]

Body of the email:
Title
Proposers
Abstract

Attach: Full Proposal Document

Contacts

The TEC welcomes questions and comments about this fund, its management, and proposal details. Please contact TEC Chair, Ken Day, at kdday@pacific.edu or 209-946-3047, or the TEC committee member from your unit:

• COP: Ken Day
• COM: Patrick Langham
• SOECS: Anahita Zarei
• Law: Clark Kelso
• Dental: Eric Salmon
• PHS: John Livesey
• Library: Michelle Maloney
• Benerd SOE: Heidi Stevenson
• ESB: Sacha Joseph-Mathews
Bloom’s Taxonomy (Cognitive Domain)

Words for Stating Performance Objectives

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