



Tennessee
TECH



Academic Affairs Academy for Course & Program Development

Program and Grant Informational Session
2023 Proposal Cycle

Academy Overview: Key Components

- Faculty Development
- Support for Faculty and Departments
- Rapid Course/Program Development
- Quality Course Design
- Optimal Student Engagement

Intent to Submit

- Open now until January 31
- Purpose:
 - Establish a dialogue with departments/colleges
 - Provides our areas with opportunity to plan and coordinate potential projects
 - Provides an assessment of professional development needs based on faculty readiness
 - Provides an assessment of how extensive course/program design will need to be based on course readiness

Full Proposal Application: Timeline

- Distributed December 1 through January 31
 - Sent based on intent to submit submissions
- Completed proposals are due February 21
- Notification of proposal acceptance March 21
- Need faculty confirmation and departmental approvals by April 1
- Program Orientation on April 17

Full Proposal Application: Components

- Basic Information (Rank, College, Department)
- Current course offerings and standard enrollment
- Describe examples of innovation in course design & delivery
- Proposal Readiness section (joint effort, if this is a new course, program, or certificate or revisions, plus a 300 word abstract of concept)
 - Semester of course offering
 - Team proposals
 - OER; Adaptive Learning & Assessment Curriculum; Competency Based or Modified Semester Schedule
- Goals & Objectives section (personal & professional plus how the proposal connects to department, college, or university strategic goals)

Faculty Commitments

- Satisfactory completion of professional development training
- Use of the LMS for the course/program delivery, with designated template options
- Meet OLC course quality standards
- Participate in future course/program demonstrations for campus expos or informational sessions
- Meet timeline for implementation benchmarks and course deliverable (Fall 2023 or Spring 2024)

Academic Affairs Commitments

- Grant funding: Up to \$10,000 per proposal
- Dedicated instructional designer and educational technology support
- Automatic eligibility for the annual CITL Awards
- Professional development with Certificate Opportunities
- Priority class scheduling in the CITL IDEAL classroom space*

*pending completion

Preparation for Application Submission

- Discussion with Chair/School Director and colleagues, if applicable
- Specific course/program concept – new or revision needs to be clear
- How the concept aligns with department/college/university goals needs to be articulated
- Budget outlined - template must be used
- Plans for dissemination of work

Budget and Dissemination

- Allowable Expenses
 - Summer salary support
 - Funded course release (up to 3-credit hours)
 - Faculty stipend (up to \$3,000 per course)
 - Undergraduate or graduate student pay
 - Purchase of educational technology
 - Consultants or content experts
 - Travel for purpose of proposal development
 - Travel for dissemination of scholarly work
- Dissemination of Work
 - Scholarship of Teaching & Learning
 - Publications
 - Conferences

2023 Proposal Cycle Focus Areas

- Course or Program Transition to Online Modality
- Integration of Educational Technology
- Lab-based or Practicum-based Courses
- New Online Course or Program Development
- Online Graduate Certificates
- Online General Education Courses



Questions?