eLEARNING INNOVATION + DESIGN LAB
(FACULTY SKILL DEVELOPMENT) RFA
An eLearning Innovation Initiative (eLII) Opportunity
Program Announcement, revised 8/27/15

The Office of the Provost, Analytics and Technologies (UKAT) and the Center for the
Enhancement of Learning and Teaching (CELT) invite faculty to apply for admission to
UK’s eLearning Innovation + Design Lab. Participants in the Innovation + Design Lab
will participate in an intensive faculty development program, join a Faculty Learning
Community to share best practices in learning and teaching, commit to future related
research (if applicable), and apply new skills and knowledge gained from this program
to their future teaching.

Program Objectives
• Improve student learning outcomes, student success, engagement and retention
  by leveraging innovative pedagogies and learning technologies
• Enhance UK curricular offerings through creative course design and application
  of learning technologies
• Continue commitment and overall support for UK faculty development
• Support departments and faculty who wish to expand instructional methods
• Implement quality assurance methodology for developing high quality instruction
• Develop faculty-driven Scholarship of Teaching & Learning (SoTL) projects to
  promote reflective & research-driven teaching and learning practices at the
  University of Kentucky

Innovative & Active Teaching (Core Workshop – All Tracks):
All faculty participants in the eLearning Innovation + Design Lab will participate in
workshops where they will learn about a wide range of innovative pedagogical
approaches and available teaching and learning technologies. Participants will apply
these approaches to creating engaging courses, interacting effectively with students,
and ensuring that students achieve the learning objectives for their courses. In an
active, hands-on environment, the Innovation + Design Lab will prepare faculty to
apply innovative methodologies and technologies across multiple teaching modalities
and environments to help support student engagement and learning. Participants will
explore research-supported teaching strategies and learn how to incorporate these
into their courses to strengthen student success and retention. Technologies
supporting the implementation of these teaching and learning methods will be used by
participants within the context of their individual courses, disciplines and interests.

<table>
<thead>
<tr>
<th>Online Learning Track Details</th>
<th>Blended Learning Track Details</th>
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<tr>
<td>• Incentives for faculty skill development</td>
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<td>Up to 100 faculty over the 3 fiscal years (FY14, FY15, FY16) of the program</td>
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<td>$4,000 for each faculty participant in Faculty Development Funds (or $6,000 for participation in both tracks)</td>
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<td>30-hour program scheduled to meet the needs of each cohort, with face-to-face and online learning options built in. This opportunity will include 8 hours (course credit) of ongoing participation in a Faculty Learning Community (FLC) centered on online learning and teaching.</td>
<td>30-hour program scheduled to meet the needs of each cohort, with face-to-face and online learning options built in. This opportunity will include 8 hours (course credit) of ongoing participation in a Faculty Learning Community (FLC) centered on blended (or hybrid) learning and teaching.</td>
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### Online Learning Track Description

Faculty participants in the eLearning Course will learn the basic fundamentals of designing, developing, and delivery of a quality fully online course. Participants will learn about available technologies and will apply these toward creating engaging courses, interacting effectively with students, and ensuring that students achieve the learning objectives for their courses.

The Online Learning Track will be delivered based on the Quality Matters methodology. During the sessions, course facilitators will interact with faculty using synchronous and asynchronous technology to replicate the experience of an eLearning student. Participants are encouraged to bring innovative pedagogy, learning strategies and materials developed during the Core Workshop to develop during the course. A Faculty Learning Community will be developed for participants in this track to continue to explore innovative online teaching methods and strategies.

### Blended Learning Track Description

Faculty participants in the Blended Learning Track will learn the basic fundamentals of designing, developing, and delivery of a quality blended (or hybrid) learning course that meets in some mixture of face-to-face (f2f) and online environments. Participants will learn about available technologies and will apply these toward creating engaging courses, interacting effectively with students, and ensuring that students achieve the learning objectives for their courses.

The Blended (or Hybrid) Learning Track will be taught in a blended delivery model with face-to-face and online components. Participants will meet in different classrooms, labs and collaboration spaces across campus showcasing the various technologies available to them. A Faculty Learning Community will be developed for participants in this track to continue to explore innovative blended (or hybrid) teaching methods and strategies.
teaching methods and technologies. After completing the course, participants will receive a certificate of completion.

**Online Course:**

More than half of the course content is delivered electronically using the internet or other computer-based methods. More than half of the teaching is conducted from a remote location through an online course learning management system or other online or electronic tools. A faculty member provides instructional interactions that may include, but are not limited to, direct instruction, review of assignments, assessment, testing, progress monitoring, and educational facilitation. Students have access to the faculty member synchronously, asynchronously, or both.

Participants are encouraged to bring innovative pedagogy, learning strategies and materials developed during the Core Workshop to develop during the course. After completing the course, participants will receive a certification of completion.

**Blended/Hybrid Course:**

A course that is designed to integrate face-to-face and online activities so that they reinforce, complement, and elaborate one another, instead of teaching the online component as an add-on or duplicate of what is taught in the classroom.

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**Eligibility:**

Full-time and part-time faculty and instructors at the University of Kentucky

**Deadline:**

Tuesday, Jan. 5, 2016 (5 PM, Eastern Time)

**Application Format:** (Use 12-point Times New Roman font, single-spaced with 1-inch margins)

A. **Cover Sheet.** Provided template must be used, [click here] to download.

B. **Applicant Proposal** (no more than 500 words)

Describe how participating in the eLearning Innovation + Design Lab will benefit you and how you plan to apply, share or research course concepts or objectives in your instruction. Be sure to address how your participation will help achieve the overall program objectives listed in this RFA (listed on page 1).
C. List of Courses
List of courses you have taught in the past 2 years, currently teach, and plan to teach in the future. Course enrollments and enrollment projections for future courses should be included. Please note if the course(s) were taught Hybrid, Online, or Traditional.

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<tr>
<th>Course Prefix</th>
<th>Course Name</th>
<th>Semester &amp; Year Taught/Will Teach</th>
<th>Enrollment or Enrollment Projections</th>
<th>Course Format</th>
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D. Survey

Completion pre-participation faculty survey:
https://uky.az1.qualtrics.com/SE/?SID=SV_24E19kxTc0EAQYt

Submission Procedure:

In order to assure that the proper approvals have been obtained applications must be submitted by the Dean’s office in your area. The Dean’s office should send Submissions to Jennifer.Edwards@uky.edu, with the subject line: “Faculty Application: (Last Name of Applicant).” An email confirmation that the application has been received will be sent to the Dean’s office and the applicant within 24 hours.

Review Procedure:

- Written reviews will be prepared by a review panel. See how your application will be scored [here].
- The proposals will be discussed in a review panel meeting.
- Recommendations for funding will be presented to the Academic Computing Committee and Provost Office for approval.
- Final recommendations for funding will then be distributed to the appropriate Dean(s) for approval before an award is made. Awards and award distribution is contingent upon the final approval of the Dean of the awardee’s college.
- Applicants will be notified of the decision soon thereafter.
- The review committee will have representation from different areas of expertise.
Ad hoc members will be added to the standing committee, based on the range of the proposals received. The committee will be comprised of at minimum 51% UK faculty members. Applicants should keep in mind that the review committee members may represent a variety of disciplines and therefore, proposals should be written without excessive jargon and in a style that is clear to reviewers who are not experts in the specified area.

Post-award Requirements:

- **All awardees** must participate in a 3-day workshop – May 10-12.

- **All awardees** must participate in one of two Faculty Community Presentation Events to promote their work as part of the eLearning Innovation + Design Lab process.
  
  *Event #1:* Wednesday, April 12, 2017, 3:30 PM – 6 PM
  *Event #2:* Thursday, April 13, 2017, 3:30 PM – 6 PM

- **All awardees** must participate in an eLII UK Faculty Learning Community (FLC) on innovative teaching and learning in Online or Blended (Hybrid) Courses for the purposes of sharing best practices. These FLC’s will meet once per month during the academic year (September 2016 – April 2017).

- Required Contact Hour Summary, if participating in only 1 track:

<table>
<thead>
<tr>
<th>Workshops</th>
<th>FLC Participation</th>
<th>Event</th>
<th>Total</th>
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<tbody>
<tr>
<td>20</td>
<td>8</td>
<td>2</td>
<td>30</td>
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- Required Contact Hour Summary, if participating in both tracks:

<table>
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<tr>
<th>Workshops</th>
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<th>Event</th>
<th>Total</th>
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<tbody>
<tr>
<td>40</td>
<td>8</td>
<td>2</td>
<td>50</td>
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- eLearning Innovation + Design Lab participants must submit a 2-page white paper within 1 year of completion of the program on how concepts or skills from the courses have been integrated into instruction, research or service, to be published on the eLII website. This white paper must be submitted no later than March 30, 2018 and should be submitted to Jennifer.Edwards@uky.edu
• The eLII Cohort 3 Faculty Development Grant fiscal award year will be May 1, 2016 – April 30, 2017. Fifty percent of your award will be deposited in your college/department’s faculty development account upon your initial participation in the awardee kick-off workshop(s). The remaining balance will be deposited into your college/department’s faculty development account after November 3, 2016, if all post-award requirements have been met up until that point. At the six month and 12 month mark awardees will be asked to submit an attendance log sheet and a simple budget table noting how awarded funds have been expended (date, detailed expense, amount).

• Funding is meant to:
  o Provide financial support to faculty as they further their knowledge in the fields of blended and/or online learning;
  o Provide financial support to faculty to implement concepts in their courses;
  o Provide financial support to faculty to Participate in the Faculty Learning Communities and other eLII events.

• Examples of expenses that may be incurred (but are certainly not limited to):
  • workshops for professional development and best practice sharing (travel)
  • books
  • equipment
  • hardware
  • software

Per guidance from the Provost Office, eLII Faculty Development grant funds are expected to be utilized in the following manner:

• To support only the expenses associated with achieving the objective of the grant (taxation or redirection to other initiatives is prohibited).

• Any funds not spent in the fiscal year of the funds distribution are expected to be carried forward and utilized in the following fiscal year to support only the expenses associated with the project. Carry-forwards greater than one year will require an exception request with documentation as to the reason why funds
were unable to be expensed.

For questions contact:

Jennifer Edwards, MPH, PMP
Grant Program Manager
Jennifer.Edwards@uky.edu