# Proposal Template

The application will be submitted via an online application. The narrative elements should be prepared in a word processing program and submitted in the space provided. The proposal template is available as a Word document to permit you to compile all necessary information and prepare all narrative responses. Please find the Proposal Evaluation Rubric that will be used to guide the scoring of applications at the end of this document.

## Proposal Overview

* Project Proposal Title
* Name of Faculty Lead (must be a California community college faculty member)
  + Faculty Lead Contact Information
    - College
    - Discipline
    - e-Mail
    - Telephone
* Project Due Date (select one)
  + August 15, 2019
  + December 15, 2019
* Project Team (narrative)
  + Please indicate N/A if working alone.
  + If working as part of a team, please identify all team members, roles, colleges, and disciplines.
  + If any team member is not a California community college (CCC) faculty, staff, or student, please explain the rationale for their inclusion.

## Focus

Please identify which area(s) of focus the proposal aligns with. In the “Project Description” section, please supply a brief a rationale explaining how the proposal aligns with the indicated area(s) of focus. (select all that apply)

* making an OER text-equivalent available for a course commonly taught in the CCCs for which it has been established that OER are lacking,
* improving upon an existing OER text-equivalent for a course commonly taught in the CCCs, or
* developing ancillary resources for an OER text-equivalent for a course commonly taught in the CCCs.

For Career Technical Education (CTE) programs, please presume that “commonly taught in the CCCs” refers to all colleges that have the specified CTE program.

## OERI Statewide Priorities

Indicate which statewide priorities your proposal addresses. In the “Project Description” section you will describe how the proposed project will meet the indicated priorities. (select all that apply)

* Text-equivalents or ancillaries for required courses in Associate Degrees for Transfer or career technical education (CTE) programs or commonly-taught general education courses for which OER are generally not readily available.
* Resources explicitly addressing equity concerns, the implementation of AB 705, and/or guided pathways.
* Enhancements to available OER in order to better serve the students of the CCCs.
* Resources that will support a variety of courses and/or resources being developed by teams of faculty from more than one college.

## Project Description

The general description provides an overview of your project. Be sure to address all of the following and clearly explain your final product. Be sure that the connections to the identified area(s) of “Focus” and “OERI Statewide Priorities” are explicit. (narrative)

* Please provide a brief description of the proposal. Be sure to identify the target course or courses that your project is intended to support. Explain why the proposed resource is needed. If the resource is a revision to or an ancillary for an existing OER text-equivalent or a new text-equivalent, be sure to identify the existing text-equivalent or discuss the need for a new resource.
* Explain how the proposal aligns with the identified area(s) of focus.
* Describe how the project meets the indicated OERI statewide priorities.

## Required Funding

Funds Requested (select one)

* $1,000 – $10,000 Standard Scale ($1,000-$10,000): Work of an individual faculty member or a small team at one college. Has potential for statewide, possibly limited, impact. For example, a specific OER text-equivalent that is one of several OER that might be used for a certain course is a Standard Scale proposal.
* Large Scale ($10,001-$20,000): Proposed product will demonstrate a large-scale impact through high-enrollment, broad change, or content creation in an area not currently covered by existing OER. Large Scale proposals must demonstrate a broader potential impact and a more extensive work product as compared to those in the Standard Scale category.

## Action Plan

Please list the types of activities which, if awarded, you would fund to achieve the product, affixing a dollar amount to each. Funding for training, travel, meetings, hardware, or dissemination activities will generally not be provided. But, if such funds are deemed imperative, please provide a rationale to justify this exception.

Identify timelines and responsible parties for all activities.

In the event that training on the use of curating and/or authoring tools is requested, it will be provided. Unless an integral component of the proposal, please do not request funding for accessibility assistance or peer-review as these will be funded and provided by the ASCCC Open Educational Resources Initiative. (narrative)

## Award Criteria

Please provide information on each of the following. All of the following elements of the application permit a narrative response. Responses should be concise. If an element does not apply to your proposal, please indicate “NA.”

1. **Statewide impact as assessed by the number of courses and colleges potentially impacted**. Estimate the number of courses and colleges who would potentially adopt your product. (narrative)
2. **Potential for student savings**. List the cost of existing resources which your product would replace. List any other savings your proposal would create for students. (narrative)
3. **Frequency of course offering, with a preference for high-enrollment, required courses in Associate Degrees for Transfer or career technical education (CTE) programs and/or courses that satisfy a general education requirement currently lacking OER**. Please indicate the number of sections of the target course or courses that were offered at the Faculty Lead’s college in the 2018-2019 academic year. If multiple colleges are involved in the proposal, please provide the number of sections offered by college. If the course satisfies a GE requirement, please note it. List ADTs and/or CTE programs which the product would apply to. (narrative)
4. **Impact of the project on OER, such as the development of high quality resources in areas for which no other OER are currently available.** Provide a brief assessment of the existing OER, if any, in the discipline of your proposal and assert how your product would meet this criterion. (narrative)

## Support Needed

Please indicate which of the following support will be needed. (select all that apply)

1. Training on the use of OER curation tools.
2. Training on the use of OER authoring tools.
3. Copyright assistance.
4. Accessibility guidance or review.

## Submission

Please submit your application at tinyurl.com/ASCCC-OERI-May2019App no later than 5:00pm May 30, 2019. Late applications will not be accepted and incomplete applications will not be reviewed.



Academic Senate for California Community Colleges Open Educational Resources Initiative (OERI) - Summer and Fall 2019 Short-Term OER Development Projects

**Proposal Evaluation Rubric**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Category** | **Possible Points** | | | | **Score** |
| **Identified priority** (Connection to delineated priorities established) | Not established  0 | Weak connection to one priority  1-2 | Well-established connection to one or two priorities  3-4 | Well-established connection to three or more priorities  5 |  |
| **Statewide impact established** | Not established  0 | Impact clearly localized or limited  1-2 | Potential impact is far-reaching, but not clearly statewide (impacting all 114 colleges)  3-4 | Potential for system-wide impact clearly documented  5 |  |
| **Project Description**  (Goals and Scope of the Project) | None provided  0 | Not well-conceived or conveyed; feasibility may be questionable  1 – 2 | Well-conceived and adequately described; aligned with grant expectations  3 – 4 | Thoroughly conceived and clearly described; exceeds grant expectations  5 |  |
| **Action Plan**  (Roles, responsibilities, and qualifications of participants) | None Provided  **0** | **Unclear, lacking sufficient detail.**  **1 – 2** | Sufficiently Developed  **3 – 4** | Fully Developed  **5** |  |
| **Budget**  (Realistic, aligned with outcomes, all expenses permitted or justified) | None Provided  **0** | Unrealistic, lacks details, expenses not justified  **1 – 2** | Adequately Developed **3 – 4** | Fully Developed  **5** |  |
| **Collaboration** | None Planned  **0** | Within a Department or Division  **1** | Across the college  2 | Involving more then one college  **3** |  |
| **Total Points** | | | | |  |