Teaching and Learning with Technology Grants
Draft
(Version 06/16/99 -- 1750 hrs.)

I. Goals
In an effort to bring competitive advantages to WMU, President Floyd has announced the availability of $300,000 to support faculty development of computer based multi-media and web-supported course materials. The purpose of the Teaching and Learning with Technology Grants is to encourage and support faculty to make creative and effective use of technology to enhance learning, and to develop a community in which technology can be implemented and shared across the university.

II. Requirements
The outcome of the project must have some potential impact on a WMU course or other educational activity.

The budget for each project must be itemized, justified in the narrative, and total no more than $10,000. (Selection committee reserves the right to offer partially funding for a proposal, which then the PI can accept or decline.)

The principal investigator must be a board-appointed faculty member with a continuing appointment.

III. Selection Criteria
We will seek to reward the following features in grant applications, realizing that not every grant application will incorporate all of these features.

- Innovation
  Is this a very original use for technology, or is the use of technology very new for this discipline?

- Pedagogical Soundness
  How does this improve teaching and learning?

- Feasibility
  Has the applicant attended training (such as ETTI), does the faculty have the necessary skills, or is there a reasonable plan for obtaining skills and resources? Certainly the project can use the resources and expertise in University Computing Services without proposing that too much of the work be done by the limited number of staff members there.

- Human Investment
  What time and effort is being committed? What will the faculty member learn, and how will they share that knowledge with others?

- Effective Assessment and Evaluation
  Not intended to be a burdensome part of any project, assessment and evaluation should be appropriate for the size and scope of the proposal.

- Transferability
How easy will it be to do similar things learned in this proposal for different courses, perhaps in different departments?

- Cost per Number of Affected Students
  Not a large factor, but it will be desirable for more students or more sections to be affected by the project.

IV. Responsibilities

WMU wishes to support collaboration and cooperation between WMU faculty, Centers, and Colleges in an effort to develop internal expertise in the creation and application of quality computer-mediated courses. To achieve these ends the following are expected of each funded project:

- The project will be completed one year from the start date.
- Grant recipients will share what they have learned with the University at large through Faculty forums on teaching and learning.
- A copy of the developed course will be made available to the University for demonstration purposes only.
- A mid-project progress report will be submitted to the Committee
- A final project report and a copy of the completed courseware will be submitted to the Committee.

V. Proposal Content

A detailed proposal containing the information described below is required for each project.

1. Cover Page
   - Title of project proposal
   - Names, campus and email addresses of principal members of project team. Identify one individual as the Principal Investigator (P.I)
   - Abstract (100 words): existing problem or need and the proposed solution including the technology identified to aid in implementing that solution. Note that the abstracts of successful proposals will be posted on the Web by OIT staff.

2. Background on affected course(s) (1-3 paragraphs per course). Identify the course by number and name and describe the target population of the course (graduate or undergraduate, required or elective, number of students affected, etc.)

3. Detailed project description (1-3 pages). Include
   - The central problem or need and the proposed solution. The desired goals and outcomes, particularly as they affect students in the course
   - How this project might affect instruction in other Boston University courses
   - The proposed timeline for development and implementation (approximate). Be sure to include a requested project start date

4. Project team qualifications (1-3 paragraphs per principal team member). For each member, include: role in course, role on project and experience with teaching and project technology.

5. Resources required for completion of the project (1/2 page). Describe staff and equipment needs, as well as any other required resources. With regard to equipment, distinguish between new equipment being requested for the project and resources available from other sources. Note that both categories of equipment and their respective values need to be identified in the budget sheet
6. Budget sheet (1 page): this section should detail the entire cost of the project. For each category below, indicate which costs will be paid for by the grant and which will be contributed or paid from other sources (please identify sources). Note that awards can be used for the purchase of materials or services necessary to implement a project, e.g. hardware, software, equipment, and student support, but should not be spent on such items as permanent staff salaries or general-use equipment that will not be substantially dedicated to the purposes of the project

A. Equipment/Material Costs: list separately any items that cost $100 or more
   1. Equipment to be purchased
   2. Software to be purchased
   3. Other materials required

B. Personnel Costs: list project role and anticipated wages for temporary personnel only (for example, student or consultant wages)

Additional Evaluation Criteria

Proposals will be measured against the following questions:
- Will the project increase the quality of teaching and learning?
- Does the project plan provide convincing evidence that learning will be assessed?
- Does the project address an educational problem that has proven difficult to solve via traditional means?
- Will the project improve the educational process or make the University more competitive currently or in the future?
- Is the implementation something that can be generalized? That is, does it offer the possibility of being transferred to other courses or disciplines?

VI. Review Procedure

1. The committee will award a limited number of grants starting in July 1999. This process will continue at select points throughout the academic year. Grants are awarded for one year.

2. For Summer funding completed applications must be submitted to (Where are they going? The Faculty Senate Office?) by July 2nd, 1999 before 1700 hrs.

3. The application should include:
   - 2 Word processed copies of the Grant proposal
   - a 3.5 floppy disk with the proposal in some version of Microsoft Word or an ASCII file
   - the application form

4. An example grant proposal and application form are available at http://www.wmich.edu (can we get an account on the wmich server? I can put the stuff up if we can get it.)

5. The committee will review and notify grant recipients by July **, 1999.

VII. Resources

University Computing Services

Several units in University Computing Services can assist faculty with equipment specifications, learning computer applications, and general consulting for grant projects.
Academic Computing and Information Services (www.wmich.edu/acis) houses the Enhancing Teaching with Technology Center (ETTC) (www.wmich.edu/ettcenter) and Enhancing Teaching with Technology Services (ETTS) (www.wmich.edu/ett). The primary function of the ETT Center is to assist faculty with learning and incorporating technology in the classroom in a hands-on computing environment. ETT Services provides additional support for instructional technology (e.g. drawings for publications, etc). ACIS staff organize and conduct the Enhancing Teaching with Technology Institute (ETTI)(www.wmich.edu/etti), usually held the last week of April. Contact: Julie Scott, 7-5457, julie.scott@wmich.edu.

Micros & More (www.wmich.edu/mandm) provides pre-sales consulting on computer hardware and software. Contact: Cam Vossen, 7-5460, cam.vossen@wmich.edu.

Technical Computing Services (www.wmich.edu/tcs) also provide pre-sales consulting on computer peripherals and upgrading your current system. Contact: Greg Lozeau, 7-5470, gregory.lozeau@wmich.edu.

Hardware and Software Purchases

When requesting new technology, it is beneficial to talk with UCS staff familiar with the technology you plan to use. Using all three resources listed above can help you specify the best system and software you require for a project.

Micros & More provides excellent advice on what computer system will meet your needs. UCS staff who are either using the technology or have special knowledge about specific applications of the technology (either hardware or software) can provide important insights into additional resources you may need (e.g. extra RAM). Questions about who to contact for specific needs can be directed to ucs-info@wmich.edu.
Software Applications

Below is a list of current expertise with software applications commonly used in instructional technology and supported by Academic Computing and Information Services staff and students. Expertise will depend on the application; some applications are entirely supported by student staff. The following definitions apply:

- **Minimal** – little or no knowledge of the product
- **Basic** – basic fundamentals of the understood
- **Intermediate** – proficient in its use
- **Advanced** – expert in its use

* at least two FTE have experience with the product
† student employees have experience with the product

<table>
<thead>
<tr>
<th>Software</th>
<th>Expertise Level</th>
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<tbody>
<tr>
<td>*Dreamweaver 2.0</td>
<td>Advanced</td>
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<tr>
<td>*Image Ready</td>
<td>Advanced</td>
</tr>
<tr>
<td>*Photoshop</td>
<td>Advanced</td>
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<tr>
<td>*Freehand</td>
<td>Advanced</td>
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<tr>
<td>Macromedia Director</td>
<td>Minimal to Intermediate</td>
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<tr>
<td>Authorware</td>
<td>Minimal</td>
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<tr>
<td>*3-D animation</td>
<td>Intermediate to Advanced</td>
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<tr>
<td>*2-D animation</td>
<td>Advanced</td>
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<tr>
<td>*†Netscape Composer</td>
<td>Advanced</td>
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<tr>
<td>Dynamic HTML</td>
<td>Basic</td>
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<tr>
<td>*†JavaScript</td>
<td>Basic to Advanced</td>
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<tr>
<td>†Visual Basic</td>
<td>Basic to Intermediate</td>
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<tr>
<td>WebCT</td>
<td>Intermediate</td>
</tr>
<tr>
<td>††Graphic Design</td>
<td>Basic to Advanced</td>
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<tr>
<td>†*Instructional Design</td>
<td>Basic</td>
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<tr>
<td>Stat packages</td>
<td>Intermediate to Advanced</td>
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<tr>
<td>Video Streaming</td>
<td>Intermediate</td>
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<tr>
<td>Adobe After Affects</td>
<td>Basic to Intermediate</td>
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<tr>
<td>Front Page</td>
<td>Minimal</td>
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<tr>
<td>NetObjects Fusion</td>
<td>Basic</td>
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<tr>
<td>†C programming</td>
<td>Intermediate</td>
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<tr>
<td>†Perl programming</td>
<td>Minimal to Intermediate</td>
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<tr>
<td>Active X</td>
<td>None</td>
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<tr>
<td>*Powerpoint</td>
<td>Advanced</td>
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<tr>
<td>Adobe Premiere</td>
<td>Basic</td>
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<tr>
<td>Audio Editors</td>
<td>Basic to Advanced</td>
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<tr>
<td>Flash</td>
<td>Intermediate</td>
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<td>††Fireworks</td>
<td>Intermediate</td>
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<tr>
<td>*††Raw bones HTML</td>
<td>Advanced</td>
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<td>††Shockwave</td>
<td>Minimal to Basic</td>
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<tr>
<td>Adobe Illustrator</td>
<td>Basic</td>
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<tr>
<td>Quicktime VR</td>
<td>Minimal</td>
</tr>
<tr>
<td>Excel, Word, Access</td>
<td>Intermediate to Advanced</td>
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