



THE UNIVERSITY OF
TOLEDO

Online

Online Course Development Request for Proposals (RFP)

UToledo Online is requesting proposals from UToledo faculty for the development and/or significant redesign of fully online courses. Faculty interested in submitting a proposal should first review this RFP document, then email Barbara.KoppMiller@utoledo.edu requesting a brief meeting to discuss the proposed course offering prior to submitting.

Each faculty member receiving a stipend is required to develop the course for the University with the assistance of a development team including a subject matter expert (the faculty member), an instructional designer, and a multimedia developer. An online learning librarian and an outcomes assessment coordinator are available if needed. The faculty member must agree to meet with the development team to ensure the course conforms to Best Practices in teaching and learning, incorporates Quality Matters (QM) standards into the course design, and meets the accessibility requirements set by the Americans with Disabilities and Rehabilitation Act. The faculty member must also demonstrate technical skills and competency in the use of Blackboard for course delivery.

Faculty services, support, and resources are available through online faculty development courses, the Faculty Resource Center (located in the Faculty Support tab of Blackboard), Quality Matters workshops, online tutorials, and/or individual consultations with UToledo Online instructional designers, educational technologists, and other support staff. Faculty with experience in online learning must demonstrate recognition of, and adherence to, Best Practices in online learning using course evaluations, peer review, and/or a statement of teaching philosophy and practice.

Proposals Must Include:

1. Student learning outcomes (SLOs):
 - a. the means by which the course will support and assess achievement
 - b. description of the teaching methods to be used to promote engagement and student learning
2. Rigorous assessment measures of SLOs leading to continuously improving courses/programs as evidenced by higher course completion
3. Demonstrated alignment of course-level outcomes with program-level outcomes
4. Demonstrated alignment of course components with course-level learning outcomes
5. Incorporate educational technology, such as, but not limited to: mobile applications, interactive multimedia (e.g., games and simulations), and other innovative approaches to increasing student engagement and retention

PRIORITY WILL BE GIVEN TO PROPOSALS FOR COURSES THAT:

- Are recognized as general education at The University of Toledo and recognized by OBOR as accepted into the Ohio Transfer Module (OTMs) that have high enrollments and/or a lab component that can be completed online
- Convert face to face or hybrid courses to online courses in order to offer a degree 100% online
- Fulfill requirements for a program of study (elective courses are not eligible)
- Serve as a "master course" consisting of a reusable course template with content for use in multiple sections taught by or facilitated by other instructors
- Provide students with multiple times of entry throughout the calendar year, removing starting points in programs as a barrier to potential enrollment
- Plan for 10% annual growth, sustainable each year

Process and Payment Schedule

- Prior to submitting a proposal, faculty must email Barbara.KoppMiller@utoledo.edu requesting a brief meeting to discuss the proposed course offering.
- All applications must have the approval of the respective Department Chair and Dean prior to being submitted to UToledo Online.
- A total stipend of \$1166.66 per credit hour (\$3,500 for a 3-credit hour course) will be provided for developing the course in divided payments based on the following disbursement schedule and requirements:
 - a. **30% payment:** If this is the first online course you will be designing with UToledo Online, you will need to meet with your assigned instructional designer (contact information will be included in the approval) to review the Quality Matters rubric, begin crafting a course development plan, and discuss available support and resources provided by UToledo Online prior to receiving the first payment. If this is not the first online course you have designed with UToledo Online, the first payment will be paid shortly after approval of the application.
 - b. **50% payment:** The second payment will be paid once the course is fully developed and determined (informally) to meet QM standards by the UToledo Online Instructional Design and Development team. It is highly recommended that faculty continue to engage with their instructional designer throughout the course development process to ensure their course will meet this requirement. The course will not be offered in the University schedule of classes until it meets these criteria.
 - c. **20% payment:** The third payment will be paid after the fully developed course is taught for the first time OR the course receives official Quality Matters course certification.
- Courses developed by a faculty member receiving a stipend are considered a "work for hire." As such, ownership of the course and all related intellectual property rights and all copyright responsibilities belong to The University of Toledo.
- As of 1/1/2023, all courses developed under this contract will be created and taught in the Blackboard Ultra course format.
- Applications must be signed by the required parties, then submitted to Barbara.KoppMiller@utoledo.edu
- The requirements outlined in this agreement must be completed within two years of the UToledo Online application approval date. Incomplete contracts will be considered abandoned and expired after two years.

APPLICATION FOR ONLINE COURSE DEVELOPMENT



Online

USE THIS FORM TO APPLY FOR FUNDING

Priority is given to courses required for online programs and those needed to bring new programs online. The proposed course must be full developed and determined to meet QM standards* prior to being offered.

APPLICANT INFORMATION

Name: _____ Phone number: _____
Title: _____ College: _____
Email address: _____ Department: _____

COURSE INFORMATION

Course code (alpha-numeric): _____ Credit hours: _____

Course title: _____

Pursuant to the 2018-2021 Collective Bargaining Agreements: article 28 for Tenured and Tenure Track Faculty, and article 25 for Lecturers, all courses developed through UT Online will be subject to the agreements and procedures outlined in those articles.

Applicant's signature: _____ Date: _____

Online Course Proposal

On a separate page, please include a written description of the following course components, demonstrating how students will be engaged to achieve the following course-level learning outcomes:

1. Student learning outcomes (SLOs): the means by which the course will support and assess achievement and a description of the teaching methods to be used to promote engagement and student learning
2. Rigorous assessment measures of SLOs leading to continuously improving courses/programs as evidenced by higher course completion
3. Demonstrated alignment of course-level outcomes with program-level outcomes
4. Demonstrated alignment of course components with course-level learning outcomes
5. Incorporate educational technology, such as, but not limited to: mobile applications, interactive multimedia (e.g., games and simulations), and other innovative approaches to increasing student engagement and retention

DEVELOPMENT AND TEACHING APPROVAL

Home department org. number: _____ Instructor assigned to teach course: _____
Semesters course will be taught: _____ Instructor Rocket number: _____
Maximum enrollment: _____ Course taught in load or out of load: _____
Number of seats to be held for online students: _____ UToledo Online will assign the course section number: _____
Department chair name (please print): _____ Dean name (please print): _____
Department chair signature: _____ Dean Signature: _____
Date: _____ Date: _____

UTOLEDO ONLINE USE ONLY

UToledo Online Approver Signature: _____ Date 30% compensation paid: _____
Date 50% compensation paid: _____
Date: _____ Date 20% compensation paid: _____