

**Announcement  
Request for Proposals 5 (RFP 5)**

**University of California Innovative Learning Technology Initiative (ILTI)**  
*“Using Technology to Enhance UC Students’ Learning Experiences”*

**RFP 5 Application: July 29, 2016 – May 31, 2017**

In this announcement, the Innovative Learning Technology Initiative (ILTI) invites UC ladder-rank faculty, lecturers with security of employment (LSOEs) and lecturers with the potential for security of employment (LPSOEs) to submit proposals as Principal Investigators (PIs) for fully online courses and hybrid courses to be offered during the academic year across multiple campuses and without any additional fees to students. In addition to accepting proposals for hybrid courses this year, ILTI is changing the cross-campus offering requirement to three times in three years for semester campuses and five times in five years for quarter campuses during the Academic Year. Summer offerings are allowed but do not count toward the offering requirement. ILTI RFP 5 describes the specific requirements for proposal funding and can be found at:

<http://www.ucop.edu/innovative-learning-technology-initiative/proposals/index.html>.

In 2016-17 UC’s ILTI will once again receive \$10 million in State funds to increase access to high demand courses for UC matriculated undergraduates. A portion of these funds will be used to support the development and enhancement of fully online and hybrid courses through this RFP 5. ILTI will fund proposals that demonstrate a plan to employ sound pedagogical strategies and knowledge of how students learn to create UC-quality undergraduate online and hybrid courses. For more information about ILTI, please visit the ILTI website at <http://www.ucop.edu/innovative-learning-technology-initiative>.

For ILTI to work well and be of maximum use to the UC system overall, cooperation and collaboration among campuses, departments, administrators, faculty, and staff are essential. For each funded course, ILTI requires a written agreement with the host campus that represents commitments by all involved parties (i.e., individual and team PIs, department chair, dean, executive vice chancellor/provost). The agreement specifies the number of times a course will be offered during the academic year, the number of consecutive years in which the course will be offered, that UC students from campuses other than the host campus will be offered opportunities to enroll during the academic year without additional fees and that the digitized instructional components of hybrid courses (such as lecture videos, simulations, eText readings, etc.) will be available to other UC faculty at no cost. Appendices B and C provide more information on the agreements.

**ILTI RFP 5**

**1. Funding Opportunities in RFP 5**

Funding will be available for:

1. Design and development of fully online courses
2. Design and development of hybrid courses
3. Opening online courses to students enrolling from multiple UC campuses

Proposals selected for funding may include, but are not limited to: a) transforming a face-to-face course to an online version; b) developing a new online course; c) revising an existing online course; d) transforming a traditional face-to-face course to hybrid by developing digitized components to be delivered online; e) developing online components for a new hybrid course; and/or enhancing

existing online components of hybrid courses.

**Hybrid Courses:** Hybrid courses selected for funding will be those that address the specific needs and goals identified in the ILTI Guidelines and the Proposal Evaluation Criteria section below. Hybrid course awards require that the digitized course components be made available for multiple years without charge to all UC faculty who want to use them in UC undergraduate courses via a UC-hosted content management repository.

PIs are invited to offer any creative proposal that meets these conditions. When proposing a hybrid course, PIs may choose to collaborate with other campuses so that the course may be offered to more students across UC campuses. Two possible approaches to collaborating include:

- 1) In addition to offering the course at the host campus, the course is offered to students on multiple campuses by employing TAs at other campuses to run on-ground or online sections;
- 2) Creating one set of online course components that faculty on different campuses agree to use in the same hybrid course on their campus.

A preliminary course outline and budget will be submitted with the initial proposal. Templates for the course proposal (narrative) and budget can be found on the ILTI website (<http://www.ucop.edu/innovative-learning-technology-initiative/proposals/index.html>).

Funding amounts for the development of fully online courses and online components will vary based on several factors, including whether the course is an entirely new development or the conversion of an existing face-to-face or hybrid course to a fully online course, the complexity of the content, and/or the amount of programming necessary to develop the course. ILTI awards have ranged from \$6,500 (revision of an existing online course) to \$137,000 (development of a new fully online course), with the average award amount of approximately \$55K per course. For RFP 5, the maximum award is \$110K for fully online quarter courses and \$117K for fully-online semester courses. Depending on the course design, hybrid courses may be funded at a lower level.

If a proposal is selected for funding, course outlines and budgets will be refined in consultation with PIs and campus administrators at the department, program, division, school, campus, and/or systemwide level.

Online courses funded by ILTI will be made available through the cross-campus enrollment website (<http://crossenroll.universityofcalifornia.edu>), without additional charges, to UC students from multiple campuses, at least once during the academic year, for multiple years. The ILTI-Campus agreement stipulates the expected minimums. The host (originating) campus may choose to offer the course for more than the minimum number of academic year offerings. At the host campus's discretion, the initial offering of ILTI-funded online courses may also be restricted to students at the host campus but will not count toward the offering commitment. Thereafter, the course should be available for cross-campus enrollment. Provided State funding continues, ILTI will fund incremental costs to host campuses for enrolling students from other campuses during the academic year until a sustainable, systemwide funding model is established.

During RFP 5, ILTI staff will be contacting campuses, departments and individual faculty where particular courses and/or a sequence of courses are needed. If requested, ILTI staff will provide input and guidance during the proposal development process. In addition to the competitive course awards

provided through RFP 5, a campus RFP may be issued during 2016-17. Contact the ILTI representative on your campus for more information on your campus RFP (information available on the ILTI website: <http://www.ucop.edu/innovative-learning-technology-initiative/proposals/rfp-resources1/rfp-resources-homepage.html>).

## **2. Applicant Eligibility**

Proposals can be submitted by the following UC academic appointees as the Principal Investigator (PI): UC ladder-rank faculty members, LSOEs and LPSOEs as the Principal Investigator and should include all collaborating Co-PIs. Unit 18 continuing lecturers are encouraged to submit proposals with appropriate UC academic appointees as the PI. PIs may submit as an individual or a team, a department chair, or a department's undergraduate curriculum chair. Proposals representing collaboration among PIs and departments from different campuses and intended to serve students on all those campuses are strongly encouraged and will be given special consideration.

## **3. Important Dates and Deadlines**

The timeline below shows the important dates for RFP 5. RFP 5 will utilize a rolling review format and offer four submission dates for review, with the last submission deadline on May 31, 2017.

Submission Window Opens: Friday, July 29, 2016

Review Dates: Proposals will be reviewed on the following targeted dates: October 31, January 31, 2017, March 31, 2017 and May 31, 2017.

Submission Window Closes: Wednesday, May 31, 2017, 6:00 pm, Pacific Time

Notification of Awards: 1-2 months after each review date

For proposals submitted during RFP 5, course development could start as early as fall 2016 and online and/or hybrid courses could be offered starting as early as spring 2017. Assuming continuation of State funding, future ILTI RFPs will be issued and proposals reviewed and funded each academic year.

## **4. Proposal Evaluation Criteria**

The criteria for evaluation of proposals for online courses and online components of hybrid courses were developed based on extensive input from UC students, faculty, and administrators. Funding of proposals will be prioritized based on the extent to which they meet or are likely to meet the following criteria:

**A. Exemplify UC Quality:** Online and hybrid courses that provide rich online learning opportunities for students to engage fully with quality content, peers, instructors, and other knowledgeable educators. Online and hybrid courses that employ sound pedagogy and utilize research and information on how students learn are essential.

**B. Target High-Need Areas:** Online and hybrid courses that serve large numbers of UC undergraduates, that are lower or upper division general education courses, that are required for large majors or multiple majors, and/or that are gateways to a series of courses, especially courses where student need is great and course availability is impacted. Courses that are part of a sequence, e.g., Calculus 1, 2 and 3 or Microeconomics 101A, 101B and 101C, are of particular interest, as are courses that are required for a number of different majors, e.g., Calculus for STEM majors.

C. Generate System-wide Interest and Benefits: Evidence (such as letters of support from department chairs or undergraduate deans) that the course is of interest to at least two other campuses, in addition to the home campus, and is, or is likely to be, accepted on one or more campuses for GE, major, major preparation and/or gateway credit. If the proposed course is a hybrid course offered solely on the host campus to host campus students, evidence (such as enrollment history and projections, or classroom utilization information) indicating that by going hybrid as proposed, the course will support additional campus enrollments and thus increase the numbers of students able to take the course at the host campus.

D. Involve Collaborations: Proposals that involve collaborations between two or more campus PIs and departments to develop and teach an online or hybrid course.

E. Indicate PI and Department Support for ILTI Requirements: Signed statements from both the PI/s and department chair indicating their agreement to meet program requirements if the proposal is funded.

(See Appendices B and C, attached to this announcement, and on the ILTI website:

<http://www.ucop.edu/innovative-learning-technologyinitiative/proposals/index.html>).

## **5. Proposals to Offer Existing Courses to Students From Multiple Campuses**

The evaluation criteria above apply, as stated, to proposals to offer an *existing* online or hybrid courses to students from campuses other than the host campus during the academic year without additional charges. The course would have been previously developed and used on the host campus during the academic year and/or during the summer. If the proposal is funded, the incremental instructional costs (e.g., instructors, TAs, readers) to the host campus for enrolling students from other campuses during the academic year will be covered for a minimum of two years, until a sustainable, systemwide funding model is established. All usual costs to the host campus for offering the course to its students must be covered by the host campus.

## **6. Campus Responsibilities**

As described above, many elements must be in place for ILTI funding to meet both the Governor's accountability requirements and the campuses' needs. The required written agreements address how often and when online courses are offered, and opportunities for enrollment in online and hybrid courses by UC undergraduates from campuses other than the host campus. The *initial* proposal need only include two signed letters, one from all named team members on the proposal and one from the department chair. The team members' letter indicates agreement to develop and offer the course consistent with the proposal, to support arrangements necessary to ensure the course provides systemwide benefits, and to participate in ILTI evaluation and accountability processes. The department chair letter indicates support for the proposal as part of the department's curriculum. If the proposed online or hybrid course is part of an Interdepartmental or Interdisciplinary Program (IDP), the academic leader of that group can submit a letter of agreement in addition to (not in place of) the department chair.

After a proposal has been selected for an award, additional letters of agreement from the Dean of the unit, school, or division and the campus EVC/P are required indicating Dean and EVC/P support for the course development and cross-campus offerings.

## **7. Submission Process**

The proposal in response to RFP 5 will be submitted through proposalCENTRAL, using the templates at proposalCENTRAL and following the guidance provided in Appendices A, B, C, D and E. The Appendices are attached to this announcement, and can be found on the ILTI website (<http://www.ucop.edu/innovative-learning-technology-initiative/proposals/index.html>).

proposalCENTRAL will guide the proposer through the various steps involved in submitting a proposal.

To begin the process, a member of the team accesses the proposalCENTRAL site (<http://proposalcentral.altum.com/>), creates a user account, uses the filter list drop down menu to search for “University of California, Office of the President”, and follows the directions provided on the site.

## **8. Proposal Review Process**

Proposals will be reviewed by a committee of UC students, faculty, administrators, and staff from campuses and the Office of the President. The committee will make recommendations to the ILTI Steering Committee (UC Provost and Academic Senate leaders) for awards.

## **9. For More Information**

UC academic appointees interested in learning more about online and hybrid course development, teaching an online or a hybrid course, or offering online and hybrid courses across multiple campuses are encouraged to discuss their proposals with campus instructional designers (IDs), instructional technologists (ITs) or to contact [ILTI@ucop.edu](mailto:ILTI@ucop.edu) for more information. Additionally, resource materials and contact information for instructional design and technology support are available on the ILTI website (<http://www.ucop.edu/innovative-learning-technology-initiative/proposals/index.html>).

The RFP 5 and details about the application process can also be found on the ILTI website (<http://www.ucop.edu/innovative-learning-technology-initiative/proposals/index.html>).

Questions about RFP 5 itself may be addressed to Ellen Osmundson (510-987-9274) or by e-mail at [ILTI@ucop.edu](mailto:ILTI@ucop.edu).