

**eCampus Office of Quality Assurance:
Request for Proposal 2023/2024**



eCampus
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<http://www.sjsu.edu/ecampus/programs/eoqa/index.html>

1. Summary

eCampus Office of Quality Assurance (EOQA) at San José State University (SJSU) is awarding faculty grants in the amount of \$1,000 (USD) to *enhance* the quality of online courses and *deliver* innovative and engaging online courses in the Getting Ready for QM Certification (GRQC) program. EOQA invites all faculty to submit a proposal for the online course development grant.

EOQA's goal is to provide access to high quality, student-centered courses that reflect best practices and promote excellence in online teaching and learning. The main goal of the redesign process is to help faculty design and develop the course components to ensure the courses achieve an 85 percent level of compliance with the QM standards. For instance, a major component of the redesign process will be ensuring the course materials are accessible. We will use our newly-adopted tools to assist faculty with reviewing and editing their materials to meet Quality Matters Standard Eight: Accessibility and Usability. Another aspect of the course redesign process will focus on course alignment and universal design for learning (UDL). For instance, faculty will apply QM and UDL to redesign challenging assignments to improve the course alignment and provide multiple modes for students to share their competencies. The Center for Faculty Development and eCampus offer workshops and resources on this topic that can assist faculty with their course redesign.

2. Purpose and Guiding Principles

eCampus is a unit in The Office of Faculty Success at San Jose State University with the mission to advance the effective use of current and emerging technologies to cultivate excellence in teaching and to foster significant student learning. Our primary goal is to advance the instructional mission of the University by providing technology and support for teaching and learning in online teaching environments. Our Office of Quality Assurance has the following three broad goals:

1. Establish and maintain quality standards for online and hybrid courses and support campus-wide initiatives to encourage development of high-quality online teaching at SJSU.
2. Provide effective training and support for faculty who wish to design, develop and teach quality online or hybrid courses, while implementing and testing innovative methods and techniques.
3. Ensure that all online and hybrid courses are accessible and provide a high-quality learning experience that provides equal opportunities for success for all students.

The EOQA goals are in line with the CSU's Graduation Initiative 2025 specifically addressing the measure of ensuring effective use of technology is part of every CSU student's learning environment. Additionally, our approach follows guidelines proposed in SJSU's Four Pillars of Student Success that promote the development of:

- richer and more readily accessible on-line supplemental study materials;
- more elaborate and interactive homework and self-check instructional materials; and
- more engaging in-class teaching strategies.

3. Priority Guidelines

The Request for Proposals will go out to all faculty members. The priority guidelines are as follows:

- Taught the online course at least twice at the university with the potential to teach that course again in the future
- Availability during the summer and fall 2023 semesters
- Plans to teach a completely online course in the academic year 2023-2024

Selected faculty members will work closely with an instructional designer and the project facilitator to prepare courses for certification.

4. Requirements

The completion of the program includes meeting the following requirements:

- Complete IYOC (summer semester).
- Meet with the instructional designer or certified faculty peer reviewer to discuss the course review and make changes/updates to the course.
- Submit course for certification and made edits as needed
- Distribute student surveys
- Administer class surveys
- Meet with the Quality Assurance Impact Researcher for an interview

5. Proposal

Please use the following as a guideline to develop the content and format of the proposal. The proposal should be submitted *online only* using the online application form available on the EOQA website:

<http://www.sjsu.edu/ecampus/programs/eoqa/program/index.html>

The proposal should include the following components:

I. Proposer's Information

Provide basic information about the Proposer: eligibility, name, email address, telephone number, and department.

II. Course Description

Provide details about the proposed course that will be taught in the 2023-2024 academic year: semester, title, section, description and a copy of the proposed syllabus.

III. Qualification

Provide details about your background in online teaching and/or teaching with technology, and your interest in the Quality Assurance program:

1. Describe your teaching experience with online courses and instructional technologies.
2. Describe your experience with developing online course materials (e.g., accessible materials, authentic assessments, etc...).
3. Explain why you are interested in the Quality Assurance Program
4. Explain your level of commitment to the requirements of the program.

6. Program Deadlines

Proposals are due by **June 11, 2023 11:59 p.m.** *Late and incomplete proposals will not be considered.* The following table provides the timeline of events:

Online Proposal Submission Due	June 11, 2023
Decision on Proposal and Notification	June 16, 2023
Start of the Program	June 21, 2023
End of the Program	December 23, 2022

Proposal reviews will begin immediately after the application deadline and continue until all proposals have been evaluated. Evaluations and notifications are expected to be completed by June 16, 2023. Faculty with accepted proposals must be available to start participation in the program in June. All meetings will be online.

7. Contract Terms

EOQA will finalize contract terms upon selection. The stipend will be disbursed after completing the Quality Matters training, submitting the course for Quality Matters certification, making the suggested updates to the course, and meeting with the program facilitator. A certificate of completion will be awarded to all participants who meet the requirements of the program.

8. Chair's Approval

Faculty need to complete and submit a signed approval form from the chair of the department specifying details about the course and the semester in which it will be taught. The form is available on the EOQA Program page: <http://www.sjsu.edu/ecampus/programs/eoqa/program/index.html>. Please attach it with your proposal submission.

9. Questions

For questions about the proposal, contact:

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